

Thurlestone Parish Hall Committee  
Meeting Minutes

Monday 31 July 2023, 4.30pm

**Present:**

Malcolm Breton	Chair	Paul Martin	Maintenance Committee
Alison Daily	Vice Chair	Sian Hodges	Parochial Church
Karen Barker	Secretary	Sue Dwyer	Horticultural
Ingrid French	Bookings Clerk	Dave Gibby	Friend of Parish Hall
Diane Martin	Co-opted Member	Viv Gibby	Friend of Parish Hall

	Agenda Item	Action												
<b>1.</b>	<p><b>Apologies</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 25%;">Lisa White</td> <td style="width: 25%;">Treasurer / Bridge</td> <td style="width: 25%;">Matt Bright</td> <td style="width: 25%;">Friend of Parish Hall</td> </tr> <tr> <td>Chris White</td> <td>Maintenance</td> <td>Caro Mellor</td> <td>Friend of Parish Hall</td> </tr> <tr> <td>Gill Stone</td> <td>Parish Council</td> <td>Jo May</td> <td>Friend of Parish Hall</td> </tr> </table>	Lisa White	Treasurer / Bridge	Matt Bright	Friend of Parish Hall	Chris White	Maintenance	Caro Mellor	Friend of Parish Hall	Gill Stone	Parish Council	Jo May	Friend of Parish Hall	
Lisa White	Treasurer / Bridge	Matt Bright	Friend of Parish Hall											
Chris White	Maintenance	Caro Mellor	Friend of Parish Hall											
Gill Stone	Parish Council	Jo May	Friend of Parish Hall											
<b>2.</b>	<p><b>Announcements</b></p> <p>Malcolm advised that he had received an email from Lisa White: Malcolm</p> <p>I intimated several months ago that I wished to relinquish my position as the Parish Hall Treasurer in the not too distant future. That time has now come. I realise that a replacement may not be readily found (unless you already know of someone) and obviously I will continue for as long as necessary.</p> <p>I took over the position from Patrick Stanley in 2011 when Chris and I introduced a Solar Accounting program for invoicing. This program has proved to be invaluable. Advances in Banking technology have also made the job easier.</p> <p>It has been a pleasure to watch the Parish Hall grow but the time has come to pass on my responsibilities to someone better equipped to do the job.</p> <p>Lisa White</p> <p>Malcolm shared his response with the committee: Hi Lisa I'm sorry to hear that you wish to step down from the finance role but as you say you had intimated that you were ready to step aside so your decision does not come as a surprise. Your experience and knowledge in this role has been hugely beneficial to the Parish and I am sure everyone on the committee will be very sad to see you move on. I will announce your decision to the rest of the</p>													

	<p>committee at Monday's meeting but I am sure I will not be alone in wishing to thank you on behalf of the parish for all of the hard work you have put in over the years. I do hope you will stay on as a co opted committee person or a 'friend' whichever you feel would be convenient for you.</p> <p>It is my intention to discuss at Monday's meeting the possibility of introducing a sub committee approach for both finance and events. The objective of the sub committees would be to hold quarterly meetings and annual budgets against which they can report monthly to the full committee but with the intention that the full committee becomes more of a place for decisions than debate. I may of course find that this is not a direction the full committee wishes to go in.</p> <p>It was my intention to ask you to lead the Finance Committee and of course the important job of setting budgets for 2024. I hope we can rely on you to steer us in the right direction during your wind down period.</p> <p>In the meantime have a lovely holiday and we can catch up when you are available again.</p> <p>Best wishes Malcolm Breton</p> <p>As everything is setup we don't need an accountant or bookkeeper, we just need someone who can run the accounts. We can recruit an accountant to complete the end of year submissions if required.</p> <p>General consensus is that we should draft an advert with Lisa and see if anyone local is interested. Karen to liaise with Lisa on the advert and get the advert on social media.</p>	Karen
3.	<p><b>Minutes of previous meeting</b></p> <p>The minutes of the meeting held on Monday 26 June 2023 were agreed and signed.</p>	
3.	<p><b>Action Log</b></p> <p>See action log for updates and new actions.</p>	
4.	<p><b>Event Review</b></p> <p><b>Sea Shanty</b> Good response, had to limit the number due to the number of chairs available. We also had a few walk ins, but the number we had was the optimum number due to the tables etc. Was a good earner for both the hall and the RNLI. Wasn't enough sound, it needed microphones, couldn't hear them when they were talking. Some had hoped the more jovial songs rather than the slower, quieter shanties. Song sheets in very small font. Good night, expecting more rousing shanties, rather than more folky shanties.</p>	

	<p>Learning points were that BYO food and drink meant we could charge for tickets and we made c£500 and the group were happy with what they made for the RNLI. Organisation by Alison fantastic and it all worked well.</p>	
<p><b>5.</b></p>	<p><b>Making the Hall more welcoming</b>  All finished with the exception of the village images. We need a further image for Buckland. Final decision needs to be made at the September Meeting on the final 3 images.  Paul asked if the images are permanently fixed to the wall or whether they are removable. Matt to confirm.  Planters, Sue advised that she is going to be changing the planting over the next couple of weeks.</p>	<p>Matt  Matt</p>
<p><b>6.</b></p>	<p><b>Finance Report</b></p> <p><b>Income</b>  Quarter 2 - Interest earned was £376.54  Quarter 3 (covers to the end of July)</p> <ol style="list-style-type: none"> <li>1. Sea Shanty evening £470 – 94 tickets sold (apologies, I put 47 tickets on my email)</li> <li>2. Main Hall Commercial – Sentinel Health Care 3.5 hours @ £16 per hour = £56</li> <li>3. Main Hall Parish - @£9 per hour</li> <li>4. Main Hall Private Party – 2 parties @£12 per hour</li> <li>5. Yeo Room Parish - @ £6 per hour</li> <li>6. Hire of 64 chairs to Rosalind Spears. We still only charge Rosalind £0.20 as a long standing customer.</li> </ol> <p><b>Expenses</b>  Quarter 2 – an additional £27.61 to Malcolm Breton and £15 to Alison Daily for the Pub Night and Sum-up commission confirmed at £3.53.  Quarter 3 (covers to the end of July)</p> <ol style="list-style-type: none"> <li>1. Events Expenditure – £42 to Ingrid French for 2 Bar Licences –SHDC declined the applications because Ingrid had applied too many times but still took the money. £42 to Karen Barker for 2 Bar Licences for the Pub Night in September and the Divertimento Concert in October.</li> <li>2. Caretaker Costs - 4 weeks @ £50 per week.</li> <li>3. Telephone and Internet - £28.59 for 1 month.</li> </ol>	

	<p>4. Electricity Costs - £130.85 for June. I read the meter every month and the July payment will be £140.09.</p> <p>5. Water Rates - £83.85 for quarter 3.</p> <p>I have received an invoice for £3033.72 for the new solar panels. This quotation is valid until 25/10/2023. Chris is now to get quotations for the installation.</p> <p><b>Some questions:</b></p> <ol style="list-style-type: none"> <li>1. What are we charging the fish van for the use of our car park? He starts on August 3rd. Should we be charging him as it is a community service? All agreed that as he is a community start up that he can use the car park for 3 months for free and then we will charge him £6 per hour. Ingrid to confirm with Lisa.</li> <li>2. What are we charging the Friends of Thurlestone School for the use of the Car Park in September? It has been £75 specifically paid by the FTS towards the upkeep of the Parish Hall Car Park. At the start of term we need to monitor the use of the car park. Malcolm is happy to volunteer so we can establish early on the rules of using the car park. It is proposed that Malcolm draft a letter to the school and the FTS outlining the rules (as agreed at the meeting held on 26 June) of use and an increased charge of £200 with an annual inflationary increase. When we send the FTS bill it should include the rules of use.</li> </ol> <p>Current Account £22978.11</p> <p>Deposit Account £55335.47</p> <p>Money to be Banked £130</p> <p>We need to inform Rosalind Spears that in future she will be charged £1 per chair hire rate. In addition if any help is required to load and unload the chairs there will be an additional charge. Ingrid to advise her.</p> <p>Malcolm wanted to draw attention to a couple of items. Actuals against the quarter – when you look at them they indicate serious deficits. It is probably worth recording in Q2 the deficit on £6k income is totally down to repairs, electricity and new equipment. All items were pre-approved. The key expenditure has been for repairs which were pre-approved and out of the surplus carried forward. New equipment was the cost for the new entrance wall, the troughs, table cloths and light bars for the car park. The only other significant expenditure was events but we are ahead of budget. This enabled us to do the coronation event at no cost to the parish. Financially we are sound and Malcolm is keen that as we move into 2024 we have less unbudgeted spend and the budget is reflective of what we intend to do and we work to that budget rather than piece meal.</p>	<p>Ingrid</p> <p>Malcolm</p> <p>Ingrid</p>
--	--	--

## 7. **Maintenance Report**

See maintenance log for updates and new actions.

Items requiring decisions:

### **Item 10 – Floor Oiling**

Authority required to order this work, as described in the log.

Intention is to get it done externally once more so that we can then do it ourselves in future.

**Agreed.**

### **Item 19 – Noticeboards in porch**

What is the Committee's preferences? There is a choice of size and type.

Size - We currently have two boards. Historically one was for Parish Notices, and one for Hall Notices.

Do we want to continue with 2 or have 1 larger board? If 1 larger board, what size?

Double the size of 1 board, or slightly less ?

Type - Cloth backed, as existing, which is more interesting when new, but fades, and needs drawing pins or map pins.

White coated steel backed (as the one on the Post Office), which is more bland, but uses magnets instead of pins.

Hinge doors – side or top hinges? Does the Committee have a preference ?

**Decision** – 1 board 2/3rds of the combined size of the two we currently have. White coated steel backed with top hinges.

### **Item 23 – Kitchen Taps**

The large tap in the kitchen needs to be replaced as it's quite dangerous, but we're minded to replace the two slightly dodgy taps on the second bowl, with a new mixer tap, at the same time. Cost to replace both c£150 - £200.

**Agreed**

### **Item 24 – Exterior Pole Event Noticeboard**

We used to have two, but they both disintegrated, and only one has been rebuilt. Do you want Paul to rebuild the other, as detailed in the log?

**Agreed**

### **Help Out Day**

You should have received an email from Need to Meet, offering a number of possible 2 hour slots for reconvening our aborted Help Out day. Please respond.

The existing old wooden Parish Hall noticeboard (currently unused and inaccessible) should be revamped, is currently on the log but as a low priority. Maintenance

	<p>committee to raise the priority and come back to the next meeting with options on cost and signage. Remove the old noticeboard and replace with a new welcome sign.</p> <p><b>Item 21 – Smartboard</b>          Improve signage and new remote controls to enable use of screen in yeo room.</p> <p>Anything over £100 should come to the committee for agreement anything under that can be agreed by the maintenance committee.</p> <p>Next Maintenance Committee Meeting Friday 6th October.</p>	
<p><b>8.</b></p>	<p><b>Future Events</b></p> <p><b>16 Sept      Pub Night</b>          Co – Ordinator - Malcolm          Same as previous pub nights</p> <p><b>20 Oct        Divertimento</b>          Co – Ordinator - Karen          Bar for interval, No food          Setup under the clock with theatre seating around.          Tickets £15          Advertising to start asap          If we don't have a min of 40 tickets sold by end of Sept that we cancel. Speak to divertimento about cancellation.</p> <p><b>17/18 Nov    Pub Night</b>          Date needs to be changed as Sue Durrant is now holding her craft fair. Date to be changed to 25 Nov.</p> <p><b>2024</b>        How many events do we want to run over the calendar year?          No events in August or December.</p> <p>4 Pub Nights          Dance – Do a poll on social media          Open Gardens          Film Night          Play/Theatre          Classical Event</p> <p>How much do we need to earn from events? 2023 £2100 in the budget.</p> <p><b>9 June – Open Gardens – Sue co-ordinate</b>          Did a recent event and didn't charge, everything was by donation. She made a £1000, due to her success should we do it by donations instead? Agreed.</p>	<p>Karen</p> <p>Karen</p>

