

**MINUTES OF THE PARISH HALL COMMITTEE MEETING HELD ON
MONDAY 17th JANUARY, 2011 AT 4.30 P.M. IN THE YEO ROOM**

Present: C White (Chairman), S Barnes (Secretary), J Barton, J Beven, J Booth, M Cater, P Crawford, P Hurrell, N Irwin (Deputy Chairman), J Le Grice, K Livett, P Macdonald, J Munn, R Parkin, M Stickland, L White.

1. Apologies: Patrick Stanley

2. Minutes

2.1 There were a few amendments to the Minutes of 18th October 2010:

(4.4) Line 3 should read "The Horticultural **Show**" donated **£200**"

(4.5) Line 3 should read "Judith suggested we instal **solar** panels...."

The minutes were signed by the Chairman.

3. Matters Arising

3.1 (3.1) Chris has not yet asked Ray to trim the hedge from around the lights.

3.2 (3.4) Chris and Lisa have purchased 4 dozen forks, 4 dozen spoons, 2 dozen 8 inch plates, 2 dozen 10 inch plates, and 2 dozen 7.5 inch bowls. We now have enough cutlery and crockery for 80 people.

3.3 (4.5) Murch & Baker have checked the heating system and removed an unnecessary piece of equipment and as a result of this the fan should not trip out.

3.4 (4.5) Chris has established that vertical solar panels cannot be installed.

3.5 (8.3) Chris said that PLP Music Licence Rules were changed on 1st January 2011. For small charities there would be a grace period of one year, and it was still unclear what the new rules are anyway.

3.6 (8.4) Chris has spoken with the Headmaster and Devon County Council and the Parish Council Meeting regarding the Mobile Library Parking time. The Parish Council were unwilling to move to parking at the Shop as they think the Parish Hall is the best place. Chris will check on the new arrangement on Wednesday afternoon this week.

Action: CW

3.7 (3.2) June said that she had changed the Web site and that she and Judith would answer enquiries regarding the Hall occupancy numbers.

Action: JB/JLG

4. Treasurer's Report

4.1 In the absence of Patrick, June reported that this year there were no bad debts. Income from Hall hiring only was up by £2,300.

- 4.2 Chris had received from Patrick a draft budget for the current year and he handed copies out to Committee Members. Chris had reduced the budget figure for fund raising from £6,850 to £4,900 as it was unlikely that we shall have many big events such as Tim Kliphuis this year.
- 4.3 The cost of oil is the biggest increase and utilities have increased by £1,000. New equipment and repairs this year were £4,500 and last year £5,000.
- 4.4 Judith read out the current charges for hiring the large room, the Yeo room and also cost of hiring equipment, china, cutlery and stage. Mike Stickland said that the ratio between the hire charges for the large room and the Yeo room was rather small and maybe we should leave the Yeo room as it is and only increase the price for the large room. He also suggested that the cost for weddings could be increased as £250 seemed to be rather a modest sum.
- 4.5 Ron thought that the Caretaker's pay should be increased as this has not been done for quite a long time. Chris will discuss all these matters with Patrick when he returns.
Action: CW
- 4.6 Chris asked the Committee if they were happy with the budget and all agreed that they were.

5. Maintenance Committee Report

- 5.1 Peter reported that the blacksmith has installed the rails outside the fire doors. Some form of fastening will be fitted to hold the doors back when they are open.
- 5.2 A shelf will be installed in the table cupboard to hold lighter items from the kitchen, to make space for the new crockery.
- 5.3 The strut for the fence has still to be done.
- 5.4 The big problem of school teachers, parents and other none hall users parking their cars in the Parish Hall car park was discussed. The school has decided that they have not enough money to spend on a car park. Chris is considering having a system where we issue parking tickets with a £60 fine which is collected by the operating company. We would then be given £10 out of the £60. Once again Chris will ask the school what their intentions are regarding parking.
Action: CW
- 5.5 Chris reported that the projector in the main hall has broken down. Audio Visual S.W. have looked at it and it would cost £80 + VAT to be sent away and if possible repaired for £300-£400. The cost of buying a new projector 22% brighter would be in the region of £2,000 or £4,000 for 75% brighter. Ron proposed that we have the projector repaired if possible and start putting money aside for a replacement in the future. This was agreed by all.

Action: CW

6. Events

6.1 New Year's Eve Party

Chris thanked all the volunteers who helped blow up the balloons and put up tables.

£246 was raised and after expenses £100 profit remained.

6.2 Mazaika – 26th February

June has canvassed 9 schools and has prepared posters and colouring sheets for the children. The story of Peter and the Wolf has been printed out to prepare children for the story. In case there is not enough interest for the performance, telephone numbers will be taken so that people can be informed if it has to be cancelled.

Pat Crawford will take leaflets to Sea View Terrace to encourage families to come. June has a table plan and volunteers will set up the hall at 10.00 a.m. on the morning of the concert.

Action: PC/CW/Cmtee.

Pat Macdonald said that Jemma Came is happy to child-mind. Jemma has not said what she would like to be paid for this. Pat will speak to Jemma about this.

Action: PM

6.3 Jonathon Swinard – Saturday 2nd April

Ron handed out the itinerary for the Choir of Lincoln College, Oxford.

Several Committee members offered accommodation for the 16/17 singers. The hosts will meet their visitors at 10 p.m. on Friday 1st April. B&B will be required for Friday and Saturday.

Judith will apply for a bar licence and we will provide a buffet in the Yeo Room after the concert. Committee members volunteered to provide food, and it was thought appropriate that Chris would ask Joan Booth for advice.

Tickets will be £10 and the fee for the choir will be £600.

Ron will discuss with the Community College the possibility of inviting 4 or 5 students to take part in some of the singing.

Action: CW/RP/Hosts

6.4 Cheese & Wine Lunch – 5th June

Kitty Cook has offered her walled garden for this event. Shirley will write a letter of thanks to Kitty.

Action: SB

6.5 BBQ and Boules – Tuesday 26th July

6.6 John Montague Family Concert

This event is likely to be on either 3rd or 10th September.

6.7 Autumn Fair – 24th September

June and John have offered to organise this event for 2011. Pat Macdonald will pass on information on how she did things in the past. Volunteers for organising this event in 2012 and future years would be welcome.

Action: June/PM

6.8 Royal Wedding – 29th April

It was agreed that we would organise a celebration style Village Party – i.e. long tables and “bring your own food and drink”, and view the Royal Wedding on the big screen.

6.9 Circus Berzerkus – 15th October

To be organized later.

7. AGM

7.1 The date was agreed for Tuesday 29th March at 6.30 pm in the Parish Hall.

8. Any Other Business

8.1 The question of what to do with the gym equipment was discussed. It is no longer used by the school. Pearsons School may wish to purchase some of the smaller items. The rest could be loaned or sold to the School or stored in the roof space.

8.2 Chris has been given a set of external fairy lights by Mac McCoy. Lamps would need to be bought before these can be used.

Action: CW

There being no further business to discuss the meeting closed at 5.50 p.m.

Signed: *J. L. White*

Date: *28/2/11*

The next meeting will be on Monday 28th February in the Yeo Room.

PARISH HALL BUDGET 2011

Income	Quarter 1	Quarter 2	Quarter 3	Quarter 4	Total	Ex Fund raising
Hire Charges	2700	2400	1950	2200	9250	
Private Events	600	600	600	500	2300	
Fund Raising	1000	1500	1500	900	4900	
Donations	100	100	75	75	350	
Interest	60	60	60	60	240	
Sub Total	4460	4660	4185	3735	17040	12140
Expenses						
Caretaker	300	350	300	350	1300	
Cleaning Mtrls	50	50	50	50	200	
Utilities	1500	900	600	1500	4500	
Insurance		1850			1850	
Secretarial Exp	50	50	50	50	200	
Event Costs	600	800	200	400	2000	
Sundries	70	80	80	70	300	
New Equip. & Maintenance	900	1500	1200	900	4500	
Sub Total	3470	5580	2480	3320	14850	12850
Total	990	-920	1705	415	2190	-710