

**MINUTES OF THE PARISH HALL COMMITTEE MEETING HELD ON
MONDAY 20TH JULY 2009 AT 4.30 P.M. IN THE YEO ROOM**

Present: C White (Chairman), P Stanley (Treasurer), S Barnes (Secretary), J Barton, M Cater
P Crawford, P Hurrell, J LeGrice, K Livett, P Macdonald, R Parkin, L. White

1. Apologies: D Houghton

2. Minutes

2.1 The Minutes of the meeting held on 8th June 2009 were approved and signed by the Chairman.

3. Matters Arising

3.1 (2.2) Judith has now added the names of Ray Tavender and Ron Parkin to relevant notices.

3.2 (4.3) Chris reported that the hall floor has been repaired and the new fire doors installed.

3.3 (6.5) An agreement has been completed between the Parish Hall and the Prowse family and is ready for signature. Ron outlined several variations to the 1981 Agreement. It was agreed that Ron should sign the new document on behalf of the Parish Hall Trustees.

Action: RP

3.4 Beers worked for the Parish Hall in drawing up the Agreement for which they made no charge. Ron suggested that a free half page advert in the Village Voice for say, 3 or 5 years, would be a suitable gesture of gratitude from us. This was agreed.

3.5 Chris asked Ron for a copy of the Boundary Plan.

Action: RP

4. Treasurer's Report

4.1 Patrick reported that income for the 2nd quarter was up by £500 against budget and for the 6 months up by £1,000 with a surplus of £1888. Costs were down. Patrick has added fund raising information to the bottom of his financial summary.

4.2 An outstanding debt has now been received from the school.

4.3 Lisa pointed out that our hire charges are below budget. This was due to seasonal events and the loss of some regular bookings, such as pilates. There are now some free days/evenings available for new activities or events. Private events should compensate for this and Judith has already taken a number of bookings well into 2010.

4.4 June said she would draw up a complete breakdown of regular bookings throughout the year.

Action: June

5. Maintenance Committee Report

- 5.1 Peter has spoken with Andy re the spray tap and this should be available within a fortnight. However he thought that Michael Barnes had seen one which was about £20 cheaper. Shirley to ask Michael to liaise with Chris on this matter. **Action: SB**
- 5.2 Plans for the new store room have been drawn up. It will be necessary to determine how far we could go up to Maurice's boundaries. Ron suggested that we may be able to negotiate with Maurice for a few extra feet of land where the hedge takes up quite a large amount of land. We will need Building Regs. and possibly Planning Permission. **Action: PH**
- 5.3 The chippings in the car park have been raked.
- 5.4 The new fire doors have been installed but the door stops need to be stronger.

6. Events

6.1 Bowls, BBQ and Boules – Tuesday 28th July

Arrangements have all been made for food, drink and games. June and John have produced an excellent advertising board which they will erect on the Green a few days prior to the event. Entry will be free but tickets will be sold for the food and money for games and drinks will be collected at each station. No parking will be allowed within the car park.

6.2 Lost Gardens of Heligan – Saturday 10th October

An admission charge of £4 to be paid at the door and optional donations for coffee and tea. Free vouchers for Heligan will be offered to attendees. June volunteered to put an advert in Windeatts to encourage visitors to come from Kingsbridge. Chris will send out an email notice and there will be an advert in Village Voice. Pat suggested that people could telephone to reserve a place. This would give an idea the likely attendance number.

**Action: JB/PM
/CW**

- 6.3 **Widcombe Wag** Lisa said the dates in December were not available. She will try again for 20th February 2010. **Action: LW**

- 6.4 **Karema Quartet – Saturday 19th September.** Details will be in the next Village Voice.

- 6.5 **Musical Evening – September (?)**. Ron has been in touch with Jonathan Swinard and Robin Brett and would like to arrange a concert involving a group of young artists, possibly including the Young Musician of the Year. There is already a musical evening fixed for September so Ron will try and arrange another date.

Action: RP

- 6.6 **Celebrating Stephan Grapelli – Saturday 14th November.** Tim Kliphaus will write to Judith in August with more details. It was suggested that "bring a picnic" would be the best arrangement for refreshments on this occasion.

- 6.7 **Autumn Fair – Saturday 26th September.** Pat Macdonald has contacted a number of people who are willing to run stalls. The Parish Council will run a raffle. The school have been offered a table to display their plans to the community. Karen said that she and Janet would like to set up some table games instead of the usual toileteries which she said was not popular last year. W.I. will run a cake stall, and the Bridge group will be asked to do a deli stall which was such a success last year. Chris will contact Quercus to see if they would be interested in running a stall. **Action: PM/CW**
- 6.8 **Villages in Action.** Chris sent in our application form to book Mervyn Stutter but Villages in Action were not happy that we had only selected one item with no alternative choice. We will wait to see if our application is accepted for 13th March 2010.
- 6.9 Patrick has been in touch with an acquaintance who offered to give a talk on various topics which he listed in an email. It was agreed that Animals of the Antarctic & Arctic would be the topic of our choice, with 10th, 17th or 24th April 2010 being optional dates. This could be a charity event with tickets being sold under a gift aid scheme. **Action: PS**

7. Any Other Business

- 7.1 June had received a letter of thanks from Kitty and David Cooke for the loan of tables and chairs.
- 7.2 Pearsons' School parents have permission to park in the morning and we tolerate extended periods if the car park is not needed by Parish Hall users. On several occasions recently they have parked all day which caused inconvenience for W.I. and Line Dancers. Judith will ring Pearsons' leader and ask them to let her know if a longer period is required so that she can check the availability of the car park. **Action: JLG**
- 7.3 It was agreed that as nothing had been heard from Tone Leisure since Ron and Chris had discussions with them, we would not pursue this any further.
- 7.4 Chris reported that recently a child trod on a drawing pin from the notice board. It was agreed that incidents like this should be recorded in an Accident Book. A Committee member looked in the kitchen but could not see either an accident book or the maintenance book. Ray will be asked if he has any knowledge of seeing these two items. Jeanne volunteered to check the required contents for a first aid box. Drawing pins will be removed from the board and a safer type of pin used in future. **Action: JB/JLG**
- 7.5 Chris informed the committee that the AGM of the Community Council of Devon will take place at Kenn Centre on 5th August. No-one was interested in attending.
- 7.6 June gave details of a South Milton Website which she said was very good. Chris will take a look. **Action: CW**
- 7.7 Judith has produced a revised Key Holder list. A few amendments were needed. June will have spare keys cut for the notice boards. **Action: JLG/June**

- 7.8 Anyone hiring the hall who wishes to use their own electrical equipment should be responsible for its integrity. A disclaimer to this effect will be displayed in the hire conditions. **Action: JLG**
- 7.9 Ray would be asked to check the state of the tables when hired out and clean them if necessary. **Action: CW**
- 7.10 There was some discussion regarding increasing the deposit for hiring the hall. It was agreed that 25% of the total hire cost must be received six weeks before the event. The deposit would be included in income for the month in which it was received. There was further discussion as to whether there should be a fixed fee for weddings. No decision was made on this matter.
- 7.11 Pat Macdonald asked the Chairman why we needed new fire doors and what they cost. Chris explained that the door frames had split due to hinges breaking when the doors were swung open and caught by gusting wind. The new doors are much stronger and better quality. They cost £1200.
- 7.12 Marilyn Cater announced that Bantham Sailing Club plan to give a bursary for a young person to learn the art of boat building. The Club approached Kingsbridge Community College who had not expressed interest. Falmouth College has been approached and the Club awaits a response.

There being no further business, the meeting closed at 6.15 p.m.

Signed: 

Date: 7/9/09

The next meeting will be on Monday 7th September at 4.30 p.m. in the Yeo Room