

**MINUTES OF THE PARI SH HALL COMMITTEE MEETING HELD ON**

**MONDAY 11<sup>th</sup> JULY 2011 AT 4.30 P.M. IN THE YEO ROOM**

**Present:** C White (Chairman), S Barnes (Secretary), P Stanley (Treasurer), J Barton, J Booth, P Crawford, N Irwin, K Livett, P Macdonald, J Munn, R Parkin, M Stickland, L White

**1. Apologies:** June Beven, Judith Le Grice, Peter Hurrell

**2. Minutes** The minutes were approved and signed by the Chairman.

**3. Matters Arising**

3.1 (3.1) The magnetic holders have been fixed and are working.

**4. Treasurer's Report**

4.1 The Treasurer had not yet received details of income for April, May and June from June Beven.

4.2 Cash received for the Royal Wedding and the Garden Party amounted to £350 profit.

4.3 Actual expenses for the 2<sup>nd</sup> Quarter amounted to £3,955 which was £1,600 below budget.

**5. Treasurer**

5.1 Although June Beven said that she would be prepared to take on the role of Treasurer when Patrick retires the Chairman had received a letter from her saying that she no longer has the time available to do this. June will continue invoicing and posters etc.

5.2 Lisa White has offered to take on the role with the help of a Money Manager computer programme which would cost £156. This programme will also produce year end accounts. The Committee unanimously agreed this arrangement which will commence on 1<sup>st</sup> January 2012.

**6. Stage Lighting**

6.1 The original installation plan has been handed over to Richard Parker as Tony Marder is too busy. The idea was to have electrically controllable lights from the ground but this has proved problematical and expensive. It would require a lot of extra cabling and the existing lighting desk would be inadequate. The cheapest and smallest lighting desk he could buy would not fit in the rack and the total cost for just 3 lights would be about £8,500.

6.2 The alternative would be lights that can be operated from the ground with a pole.

A colour changing unit at a cost of £295 for each light, plus wiring, would be available. The total quote for this system was £4,417.08 including VAT with part of this cost including hiring a 5m access platform.

In reply to a question from Ron regarding the necessity for colour changers, Chris said it would be useful but not essential.

The Committee decided to approve the installation but without the colour change unit. This would cost approximately half as much.

## **7. Photovoltaic Panels**

- 7.1 Chris handed round details of costs, output and payback which could be expected from the installation of photovoltaic panels on the Parish Hall roof. He had quotes from two suppliers for 4Kw and 10 Kw installations. Panels would be guaranteed to produce 80% of their initial output in 25 years and an inverter should last from 10-15 years and would be about £1,000 to replace. The 4Kw installation would cost £12,115, the 10Kw would be £28,000.

The Treasurer said that we have £50,000 on deposit which was intended for emergency repairs or new items when things wear out. There is very little interest made on this money at the present time.

Installing photovoltaic panels would help make the Parish Hall a “green” site and would also reduce our carbon footprint. Income from the Feed-in Tariff on a 4Kw installation would be approximately £1,437 p.a. at current rates. This income is index linked, tax free and guaranteed for 25 years. Savings from the reduction in electricity consumption would be in addition to this.

Ron Parkin proposed that we opt for the 4Kw installation and this was seconded by Michael Stickland. The Committee agreed.

## **8. Maintenance Committee Report**

- 7.1 Chris reported that grab handles will be fitted in each of the cubicles in the Ladies’ toilets.
- 7.2 Karen said that the hand drier in the Ladies is not working. Also a bolt in one of the cubicles has been bent and also needs repairing.
- 7.3 Patrick asked if the Maintenance Committee would nominate a day to weed the area under the hedge. He and his wife had recently done this job. Pat Macdonald said the Horticultural Show had bought and maintained the hedge at the beginning but now it should be done by volunteers.

## **9. Events**

- 9.1 **Cheese and Wine**

This was a very successful event and had raised £340. Chris thanked all the people who had helped. Letters of thanks had been sent to Mr & Mrs Cooke for the use of their garden and to Simon Hurrell for lending us his trailer.

#### 9.2 **Royal Wedding**

The exact amount received from this event has yet to be announced and for what the money will be used.

#### 9.3 **BBQ and Bowls – 26<sup>th</sup> July**

June will prepare posters. It was decided that this event should start at 5 p.m. and a charge would be made of £1 for each game, and free for children under 10 yrs. The Marshalls, Houghtons and Taylor Biggs are all prepared to deal with the food and they will set the prices.

Chris will get beer and wine.

Patrick will supply skittles etc.

Pat Crawford agreed that the Bowls Club mats can be used.

The "ping pong" table will be in the Yeo Room.

Judith has obtained a licence for the evening.

Helpers would start setting up at 2 p.m. on Tuesday afternoon.

#### 9.4 **Festive Flutes – 17<sup>th</sup> September**

Pat Macdonald confirmed that this date has been booked. It was agreed to charge £10 a ticket and concert to start at 7.30 p.m. The stage will be put up under the clock and the seats arranged in a semicircle. The group will send a programme of their performance soon. Proceeds from their DVD sold at the end of their show will be in aid of NSPCC.

Judith will be asked to apply for licence for a bar.

**Action: JLG**

June had checked the availability of Windeatts' window but it is already booked.

Joan Booth offered to check if we could advertise in Devon Insurance window where she has a friend.

**Action: JBooth**

An advance notice in the Gazette and Kingsbridge Information Office would hopefully attract a larger audience.

**Action: JBeven ?**

Regarding a question on whether we should offer concessionary tickets for widows, the Chairman said that this would require considerable thought.

#### 9.4 **Autumn Fair – 24<sup>th</sup> September**

June and John Beven are co-ordinating this event for this year only.

All supporters have been contacted and everything is under control.

#### 9.5 **Last Night of the Proms – 10<sup>th</sup> September**

It was agreed to hold this event, subject to availability of the Hall. This will be checked with June in the absence of Judith. Flags, bunting as used for the Royal Wedding and tables set up in the same way.

9.6 **Circus Berzercus - 15<sup>th</sup> October**

9.7 **Kingsbridge Community College Concert – 15<sup>th</sup> November**

Ron has arranged this event which will start at 7.30 p.m. It will consist of a variety of items such as music and drama.

9.8. **Armada Jazz Band – 26<sup>th</sup> November**

9.9 **Tim Abel – 2012**

Pat Macdonald had received a letter from Tim Abel suggesting that he would like to come here after April 2012 and do a concert. maybe the first week in May.

9.10 **Ann Tanvier**

This singer has been recommended to Chris by Jill Goddard. As well as singing she also plays the harp and is accompanied by a Frenchman. She would be able to come here sometime next spring. Chris will bring a CD for us to listen to her.

**10. Any Other Business**

10.1 Chris said he had received information that the “Planet Aid” Container for used clothing etc. in the car park, had so far yielded 670 kilos.

10.2 He also said that on behalf of the Parish Hall, POTS and Village Voice, a card had been sent to Judith and Malcolm who are celebrating their Golden Wedding Anniversary.

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

Signed:  .....

Date:  .....

**The next meeting will be on Monday 5<sup>th</sup> September 2011 at 4.30 p.m. in the Yeo Room.**

## PARISH HALL 2<sup>nd</sup> QUARTER 2011

	2 <sup>nd</sup> Quarter		6 Months	
<b>Income</b>	<b>Actual</b>	<b>Budget</b>	<b>Actual</b>	<b>Budget</b>
Hire Charges	2025	2400	4623	5100
Private Events	715	600	1304	1200
Fund Raising	2422	1500	3352	2500
Donations	100	100	100	200
Interest	88	60	171	120
<b>Total</b>	<b>5350</b>	<b>4660</b>	<b>9550</b>	<b>9120</b>
 <b>Expenses</b>				
Caretaker	330	330	660	660
Cleaning Materials	42	50	50	100
Utilities	408	900	1956	2400
Insurance	1602	1850	1602	1850
Secretarial Expenses	78	50	78	100
Event Costs	1485	800	2056	1400
Sundries	0	80	0	150
New Equipment & Repairs	232	1500	1664	2400
<b>Total</b>	<b>4177</b>	<b>5560</b>	<b>8066</b>	<b>9060</b>
 <b>Surplus</b>	 <b>1173</b>	 <b>-900</b>	 <b>1484</b>	 <b>60</b>
 <b>Bank Balance</b>			 <b>£60888</b>	
 <b>Fund Raising</b>				
2 <sup>nd</sup> Quarter	Income	2422		
	Costs	1485		
	<b>Surplus</b>	<b>937</b>	<b>Budget</b>	<b>700</b>
6 Months	Income	3352		
	Costs	2056		
	<b>Surplus</b>	<b>1296</b>	<b>Budget</b>	<b>1100</b>
	2 <sup>nd</sup> Quarter		6 Months	
<b>New Equipment</b>	<b>0</b>		<b>663</b>	
<b>Maintenance</b>	<b>232</b>		<b>1001</b>	