

# MINUTES OF THE PARISH HALL COMMITTEE MEETING HELD ON

## MONDAY 16<sup>th</sup> MARCH 2015 AT 4.30 P.M. IN THE YEO ROOM

**Present:** R Parkin (Acting Chairman), L White (Treasurer), C Delafield (Secretary), S Dwyer, M Elliott, J LeGrice, P Macdonald, D Martin, J Munn, M Stickland and C White.

**1. Apologies:** Neill Irwin, Karen Livett, Anna Martin. Anna had not been able to recruit a Bantham representative and an appeal would once again be in 'Village Voice'.

### **2. Minutes**

The Minutes of the 9<sup>th</sup> February meeting were approved and signed by the Chairman.

### **3. Events**

#### 3.1 (3.1) 2015 Programme

- **Folk 2 – 14 February** 51 tickets were sold and it was felt for an event like this only five more people could have been accommodated for barn dancing. Income details at 4.3. There was some concern that people had brought their own wine and that the wine bar made very little profit. It was agreed that a glass of wine would be £2.50 in future.
- **AGM – 21 April** The accounts will be approved at the meeting on 13<sup>th</sup> April. **Pat M** will produce a notice for 'Village Voice' which will be used as a poster. It was agreed that David Martin should continue to be auditor even though Anna is on the Committee. Officers are presumed to stand for three year terms. Lisa and Neill would stand again but a new secretary is needed. Diane said she would be happy to continue until June 2016 at least particularly if there was help with opening and closing from the new caretaker. Ray would be invited and presented with a cheque in recognition of his 14 years of service (agreed £250 as proposed by Lisa). Some bubbly and nibbles would be served (**Jill, Pat M**). The Chairman would also acknowledge the photograph presented by Joan Mackenzie (see 6.1) and inaugurate the new projector (see 5.9).
- **Tim Abel – 25 April** arrangements can be finalized at the next meeting. Fees are £800 for Tim plus Emma Davis (Soprano) and Conor Macallister (Tenor). It would now be a lighter cabaret style evening as the trio are currently entertaining on board P&O cruise ship Britannica. (**Pat M** to update Parish Hall News.) It was felt that this could be used in advertising and to help in the boost of both ticket sales and ticket prices ie increased to £12. **Ron** will contact Sam Acourt about *Gazette* coverage and **Diane** agreed to help to add flyers to 'Village Voice' and to obtain a licence. Additional use of the A1 boards was to be considered but Derek Brown would be asked to put one of his boards on the Green (**Ron**). Theatre-style with wine bar.
- **Cleverly Everley – 6 June.** To be advertised in the April 'Village Voice' using information from their website (**Lisa**). £250 fee so tickets will be £7.50.
- **Flanders and Swann Evening– October** (£7 per ticket) still to be finalized with Alastair Durden and may be co-ordinated with a barbershop event from a group known to the Kingsmen who are fundraising (**Chris**).
- **Travelogues – October** to be finalised

3.2 (3.2) **Neill** to work on increased utilization.

### **4. Treasurer's Report**

4.1 Lisa handed out Q1 to date which includes income from the garden furniture event and Tiger Tooth video as well as National Trust and a private party. New equipment includes a £700 grant towards the new projector which may be supplemented by Rufus Gilbert after the election. Deep cleaning had cost £140 plus J-cloths. The electricity DD had been increased because of the winter quarter overspend (£130). Curtains had been repaired (£112.40) and a bill for £165 for parking permits was about to go out. It was agreed that a £39.37 charge on property insurance should be removed before payment.

4.2 (4.2) **Neill** to decide if Stanborough Chorus to be treated according to their charitable status and charged the lower Hall hire rate. **Neill** to sort out discontinuation of Beer's advert (£55 per year).

4.3 <i>Folk 2</i>	Income	£382.50 (51 tickets at £7.50)
	Bar Sales	£116.50
	Fee	£300.00
	Bar Expenditure	£77.30
	Licence	£21.00
	<b>Net Profit</b>	<b>£100.70</b>

**5. Maintenance Committee Report**

- 5.1 (5.2) The kitchen and toilets have been deep cleaned and this will be monitored depending on the new caretaker, Marcus Faye who takes over on 30<sup>th</sup> March (**Chris**).
- 5.2 (5.3) Air handling system filters are still to be fitted by Danny Baker because the wrong part was supplied (**Chris**).
- 5.3 (5.4) Weeding at front of the Hall has been added to the caretaker's job description/schedule of responsibilities.
- 5.4 (5.6, 5.7, 5.9) LED lights have been replaced; J-cloths have been replenished and curtain repairs completed.
- 5.5 (5.8) **Chris** will send out the updated list of caretaker responsibilities to the Committee.
- 5.6 (5.10) Estimates are awaited for painting the exterior (**Chris**).
- 5.7 (5.11) Projector replacement (£8265) to be supplemented by £700 grant; money from a Locality Fund via Councillor Rufus Gilbert might also be available post-election together with support from our new councillor, Judy Pearce (**Chris**). The installation goes ahead w/c 16 March.
- 5.8 (5.12) Paul Martin and Mike Bone are working on the Parish Website and a proposal will go to the Parish Council on 13 April. There would be a dedicated Parish Hall page updated by Diane and linked to the existing parish halls' website.
- 5.9 (6.4) Rendle's charged £815 for a full clean and oil of the floor in 2013; a two-day smaller clean in August this year will cost £597.42 and will be booked (**Chris**).
- 5.10 It was confirmed that the hot water temperature had been lowered.
- 5.11 It was proposed that Paul Martin be invited to join the Maintenance Committee. He had handled some repair jobs already and could supplement the caretaker's work on smaller jobs.
- 5.12 It was agreed to renew some of the play equipment (**Ron, Chris**).

**6. Any Other Business**

- 6.1 Joan Mackenzie (former Chair) has a framed picture of the old Parish Hall which she would like to donate for display. **Catherine** will write and thank her on the Committee's behalf. She has also suggested that she would fund a reprint of the Hall recipe book (from 1992) for the ten-year celebrations/fundraising. It was agreed that an appeal for recipes would go into 'Village Voice' (**Pat M**) and that **Mike** would edit the result. Historic 'Village Voice' recipes would also be used especially if recommended by readers.
- 6.2 Sue also said that Joan would be leaving her photographic record to the Hall and it was agreed that a form of storage was required for an archive in the loft. There were grants available to help with this (**Lisa**).
- 6.3 The West Buckland Keep Fit had been cancelled because of poor attendance (**Pat M** to update Parish Hall News) and badminton was more often being cancelled than being able to run.
- 6.4 Midge had attended a Murder Mystery Weekend at the Cottage Hotel in Hope Cove and said it was great fun. For the Hall event in November we would need to fund posters, programmes and three prizes.

The meeting closed at 6.00 p.m.

**Signed:** .....

**Date:** .....

**The next Committee Meeting will be on Monday 13<sup>th</sup> April 2015 at 4.30 p.m.**