

**MINUTES OF THE PARISH HALL COMMITTEE MEETING HELD ON  
MONDAY 19<sup>th</sup> OCTOBER 2009 AT 4.30 P.M. IN THE YEO ROOM**

**Present:** C White (Chairman), S Barnes (Secretary), J Beven, , P Hurrell, P Macdonald, R Parkin, L White

**1. Apologies:** Jeanne Barton, Marilyn Carter, David Houghton, Karen Livett, Patrick Stanley

**2. Minutes**

- 2.1 There were three amendments to minutes of 7<sup>th</sup> September:  
(6.2 – Autumn Fair) Bowls' Deli Stall should read "**Bridge** Deli Stall"  
(6.2 ) June will put a **display** in Windeatts  
(7.4) Horticultural Society should read "Horticultural **Show** meetings".

**3. Matters Arising**

- 3.1 (3.2) The spray tap has been plumbed in. Instructions are needed to explain how it should be used.
- 3.2 (3.4) An Accident Book has been purchased.
- 3.3 (3.5) Jeanne Barton has completed a first-aid box. A notice is required telling users to put the box back in the proper place.
- 3.4 Notice of new booking charges for regular and local users will be given at the AGM. Weddings etc. can be charged at the new rate. June will do a breakdown of charges over the past few years. Hire charges will be an item on the Agenda for the next Committee Meeting.  
**Action: J Beven**
- 3.5 (6.1) Chris thanked Ron for producing the Catz Quintet event which was a great Success. Madeleine Radford's Karema Quartet concert was also well attended and she was able to send approximately £300 to Arthritis Research. As the Catz Concert was held before Karema it was thought that Madeleine may sell less tickets than usual, therefore we agreed not to charge her for the hire of the hall or the Temporary Event Notice.  
Chris thanked June and John for the work they did in advertising both these events.
- 3.6 (7.3) It was agreed to take no further action over the comments received from Vicki Cameron.

**4. Treasurer's Report**

In the absence of Patrick Stanley, June Beven gave a brief summary of money received at recent events.

- 4.1 The Catz Quintet takings: £1,636.35. Surplus: £855.50
- 4.2 Autumn Fair raised £845.95. No expenses claimed as yet.  
Chris thanked Pat Macdonald for organising this event and all Hall users/Committee members, particularly June & John for their contributions.
- 4.3 Lost Gardens of Heligan with Peter Stafford: Approximately £250.
- 4.4 Expenses for July/August/September: £3,749. Income: £4,239.

4.5 The Quarterly Report will be presented at the next meeting.

## 5. Maintenance Committee Report

5.1 Chris has asked Phil Mingo to put the lights up on the fence before the clocks are changed.

5.2 Rails are to be made to stop the fire door blowing back when opened. A support bracket is also required for the spray tap.

**Action: PH**

5.3 Three estimates were received for painting the outside of the hall. Chris opened the envelopes at the Maintenance Meeting and Mike Yeoman's estimate of £1,021 was significantly lower than the others. The contract was awarded to him and the work will be done in the spring. Specifications were all the same. The end gables will be included. The Maintenance Committee will make a decision regarding painting the inside of the building and will prepare a specification for the work.

**Action: CW/PH**

5.4 Peter had explained to Maurice Bright that we would like to extend the store. A meeting would be held with Chris, Peter and Maurice to discuss in more detail. Peter had spoken with Devon County Council Planning Authorities who said that the path round the back of the Hall does not need to be retained, as long as access is not blocked.

**Action: CW/PH**

## 6. Events

### 6.1 Celebrating Stephane Grappelli

Tickets were selling well for this event and numbers should be kept to 100. The fee for Tim Kliphuis Trio will be £500 with possible travelling expenses. Judith would contact Tim re expenses and accommodation and ask if they have their own sound system. Ron and Jo Parkin would be providing accommodation. June and John would prepare posters and a display in Windeatts. A small stage will be set up under the clock, which can also be used for an earlier flower display.

**Action: JLG**

### 6.2 2010 Events

6.2.1 New Years' Eve celebration will be held as usual.

6.2.2 Ron has spoken with Cathy Kenny and Shaun Bevin and would like to arrange an evening of music in April.

**Action: RP**

6.2.3 May or June – Possible Cream Tea. A suitable venue would be required.

6.2.4 27<sup>th</sup> July – BBQ and Bowls.

6.2.5 October or November – Possible Concert by Kingsmen and Panache.

**Action: CW**

**7. Any Other Business**

7.1 Details of the two local police were to be added to our notice board. Chris would modify their existing notice.

**Action: CW**

7.2 Chris would e-mail S.Hams District Council to see if in future they would like to use our hall in connection with their "South Hams Connect" initiative.

**Action: CW**

7.3 Chris received an email from a Mr. Andy Glenn requesting details of events at the Parish Hall for the website "south hams events". Chris will email details to him.

**Action: CW**

7.4 With regard to hire charges to the school, Judith will advise Julie Holland that in future teachers will have to say when they have not used the hall otherwise it will be assumed that they have.

**Action: CW**

7.5 On one occasion the Art Teacher could not access the hall at her usual time. Pat Macdonald will apologise to her on behalf of the Committee.

**Action: PM**

7.6 Ron said that the Churchstow Parish Hall were grateful for the loan of our screens. These have been returned.

7.7 We have had no further news from Villages in Action regarding our request for an event on 13<sup>th</sup> March 2010 with Mervyn Stutter. Chris will send an email to Villages in Action for a response.

**Action: CW**

7.8 Judith said she had been able to accommodate some people who wanted to have a lunch party but thought the hall was too big and the Yeo Room not big enough. She suggested screening off half the hall and they were happy with this arrangement.

7.9 Judith thought the Yeo Room carpet should be cleaned and Scotchguarded. The Maintenance Committee would organise this to be done.

**Action: CW/PH**

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

Signed: 

Date: 7/12/09

**The next meeting will be on Monday 7<sup>th</sup> December 2009**