

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

MONDAY 3<sup>rd</sup> SEPTEMBER 2012 AT 4.30 P.M. IN THE YEO ROOM

**Present:** N Irwin (Chairman), C Delafield (Secretary), J Barton, J Le Grice, P Macdonald, J Munn and R Parkin.

**1. Apologies:** June Beven, Joan Booth, Marilyn Cater, Karen Livett and Lisa and Chris White.

### **2. Minutes**

The Minutes were agreed and signed by the Chairman. Judith confirmed (4.2) commercial receipts from Orchard Furniture (£118) and Rowlandson's (£130) and this was amended.

### **3. Matters Arising**

3.1. (3.1) Thank you letters have gone out for the Jubilee Clock.

3.2. (4.2) Ron explained that the waived advertising fee for Beer's in 'Village Voice' might continue after a review since the value of £250 was much lower than the fees which would have been charged when the Hall was under construction (**Ron/Lisa**).

3.3 (5.3) Paul Ferguson has been asked to remove the defunct touch screen display (**Chris**).

3.3. (8.3) The Shop noticeboard still needs attention (**Judith** to ask Malcolm). There was some discussion about the Windeatts' noticeboard which Neill has. June had supplied details about the poster distribution system and the agreed roster was confirmed.

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

4.1. Lisa had sent in a Profit and Loss Statement period Q1/2 and Q3 to date. Neill suggested that this should be accepted pending the next meeting as no specific queries arose.

4.2. The delayed invoice from Phil Mingo had been paid.

4.3. The profit from the Barbecue was over £300.

### **5. Maintenance Committee Report**

5.1. The outside tap has been repaired Ray can now pressure-wash the gutters (**Chris**). The noisy ball valve in the gents has also been repaired. Ray has cleaned all the wall lights in the Yeo Room. The cause of loss of pressure in the Heating system has been traced and cured by Ray.

5.2. PATS testing for the AV system has been completed; the hostess trolley failed and it was suggested that others which have been offered be brought in for plate-warming (**Neill**).

5.3. Sycamore saplings growing in the Devon bank have been clipped and await removal (**Ray**).

5.4. A J cloths dispenser has been installed. As it is a continuous roll, with perforations, users can make the cloths as big as they wish be supplied which could be disposed of after use. Judith has cleaned the kitchen and reinstated the monthly deep cleaning rota (to be circulated).

5.5. A kitchen inventory has revealed that items of crockery are missing believed broken. The breakages book is also missing. It was agreed to top up to 80 settings again (**Judith** to contact **Chris/Lisa**).

5.6. The Yeo Room carpet needs to be cleaned again; probably a better machine is needed and the vestibule area outside the kitchen needs special attention (**Chris**).

5.7. We are investigating laying some more stone in the car park to take away the step to the concrete path. We need about 2 tons, which will cost £120. A working party needs to be organised. It was agreed that this should be put on hold (**Neill** to discuss with Chris).

5.8. A curtain lining by the fire exit has been torn; the sewing group to be asked to mend it (**Judith/Joan**).

5.9. The shelf in the cupboard below the microwave needs repairing (**Judith/Ray**).

5.10. The Maroon Ford Ka has been removed from the Car Park. Whether that was as a result of the email sent to PC Mullen is not known.

5.11. Our ISP has upgraded our internet connection to 2Mbps (from 1) and reduced our annual charge by £24.

5.12. The photo of the Old Hall has been supplied and needs framing/hanging. Kate Hubbard has donated a framed painting by Len, which should also be hung in the Yeo Room (**Pat M/Chris**).

5.13. **Judith** to supply a key for Neill as Chairman. **Judith** will update the Keys Procedures list to reflect current practice/names.

## 6. Events

### 6.1 **BBQ, Bowls and Boules – 24<sup>th</sup> July**

A successful evening. Neill has received positive responses to his thank you notes and it was agreed (as suggested by Kit Marshall) that there would be a pre-meeting in May with those who do the barbecue/boules/bowls to agree improvements (**Neill**).

### 6.2 **Last Night of the Proms – 8<sup>th</sup> September**

This will be a BYO Supper. Doors open 7pm for 7.30 start; free entry. Setup at 1000; bunting will be put up and blue/red serviettes used to enhance the tablecloths.

### 6.3 **Autumn Fair – 29<sup>th</sup> September**

Pat M confirmed stalls: Bridge (bathroom), Fairtrade (Wendy Gornall), Phoenix cards, Bowls Club, Horticultural Society (produce), WI (cakes), Parish Council (raffle), Midge Elliott (bric a brac), Jenny Underhill (books), Table Tennis (guess the weight of the cake), 'Village Voice' (quizzes) wine/spirits/water game. Tables will go out at 0900 and set up by stallholders from 1000-1200 before opening at 2.30.

### 6.4 **Plymouth Gilbert and Sullivan Fellowship: HMS Pinafore- 20<sup>th</sup> October.**

The poster is already available and the Society will supply the tickets (£10); 24 already sold. Advertisement will be in the 'Village Voice' and through Jemma in the *Gazette*. Ron will sign the licence application (**Judith**); **Pat M** and **Jill** will staff the bar and Chris will be asked to buy the wine etc. **Ron** will establish what is needed for the stage/flats/changing facilities. ***NB This event takes place before the next meeting.***

**7. Suggested Programme from November 2012**

- 7.1 **Catherine** will ask Joan about Reg Chapman for 17<sup>th</sup> November. 1<sup>st</sup> and 8<sup>th</sup> December are alternative possibilities for a Christmas dance; if necessary after feedback from Joan, **Judith** will contact High Society for one of these dates.[Update: High Society booked for BYO supper and dance on 1 December; cost £470]
- 7.2 Robin Macdonald has booked David Newton for 2<sup>nd</sup> February.
- 7.3 Mike has booked the Porter Family for 30<sup>th</sup> March (Easter Saturday); **note** cost £350 with tickets at £10 or £12.50.
- 7.4 Ron has discussed another concert with Henry Tozer for June/early July.
- 7.5 Other events; **Catherine** to add in to calendar:
  - AGM in March 2013
  - Concert for Megan' in May (Kathy Kenny/Robin Brett); **Ron** to update
  - Cream Teas in Rectory Gardens at the end of June 2013; **Chris** to agree a date.
  - BBQ, Bowls and Boules in July 2013; agree pre-meeting in April/May
  - Last Night of the Proms (September)
  - Autumn Fair in September 2013
  - Return of Gilbert and Sullivan Fellowship in November?
  - Musical Items – Carrivic Sisters or 'Tribute Band' Nov/Dec?
  - For next meeting: possible exhibition from art classes; cookbook for the 75<sup>th</sup> anniversary of the old parish hall.

**8. Any Other Business**

- 8.1 There are three wedding bookings in for next year.
- 8.2 The Committee accepted the checklist as useful.
- 8.3 Neill explained that he would be away for five months in Australia (October to March). As there is no vice chairman, he was going to ask Chris to stand in.

The meeting closed at 5.55 p.m.

**Signed:** .....

**Date:** .....

**The next Committee Meeting will be on Monday 22<sup>nd</sup> October at 4.30 p.m.**