

KNOWSTONE PARISH HALL COMMITTEE MEETING
Minutes of Meeting held on 14th September 2017 @ 7.30pm

Present: Reg Howe (Chairman), Ken Dykes (Vice Chairman), Sheila Bray (Treasurer), Phil Dey, Jeremy Filmer-Bennett, Wendy Sweet (taking minutes in Wendy V's absence)

1. **Apologies:** Wendy Vigus, Tiffany Nicholson, Chris Dey

Due to time constraints Chris has decided to stand down from the Parish Hall Committee. Phil was asked to pass on the Committee's thanks to Chris.

2. **Approval of 04.07.17 minutes:** .

Small amendment under item 10; should read "RH is to ask Oakford VH", not "WS to ask ..". Minutes were signed as a true record of proceedings; PD proposed; WS seconded.

3. **Matters arising from minutes:**

- SB has asked Fred Camp to be the photography judge at next year's Village Fair and he has agreed.
- RH has been in touch with Oakford Village Hall re. light bulbs which they had bought for £20.
- WS has been in touch with Peter Heaton-Jones MP re. opening next year's Village Fair and his agent has indicated that he would be happy to do so but to write formally to him at the beginning of 2018.

4. **Correspondence**

- WV has written thank you letters to Village Fair judges and stall holders
- JFB has written to Blundells thanking them for the loan of the ice-cream bike.
- KD, on behalf of the Dance Club, has received a letter inviting two members to go along to the Special Olympics North Devon team 2017's celebration following their participation at the Special Olympics. The Dance Club raised money for the team's outfits for the event.

5. **Finance report**

- a. Income / outgoings summary was circulated by SB
- b. Additional income handed over at meeting:
 - WS handed over £57.00 raised at the August & September coffee mornings.
 - PD paid £390 by cheque being his share of the tarmac cost
 - JFB handed over 50p outstanding from Village Fair for an ice-cream.

6. **RWE community fund update**

KD reported that the bid has gone in and will be considered at their next meeting on 22nd October. He said that a meeting will take place with RWE, himself and the Parish Council to discuss other ways that the money being accessed.

It was agreed that PD should apply for building regulations for the proposed Disabled toilet in advance of getting the grant money as it may take a little while. He will also produce drawings.

7. **Hall facilities / equipment**

TN, with the assistance of Nancy, had decided on the curtains for the stage and had ordered them; however due to a breakdown in communication the order has not been received by Maureen Fox, the curtain maker. The question was then raised as to whether it would be better to have all the curtains all made in one go as it might be more cost effective. This raised the question of what to spend the money on instead as the RWE grant money has to be spent within 12 months of its receipt and the Hall received it in January 2017. Other things on the wish list like a

new microwave and table tennis table could be purchased instead. Whilst discussing the position of a microwave it was pointed out that the position of the kitchen door was not ideal and it would be better if it was a sliding one although this may not be possible as it has to be a fire door. WS will look at door catalogues when working at A & G Sethertons (builders) to see if this is the case. KD will put together a list of things to buy to use up the original grant money.

KD said that all the old lights from the main hall were now in the loft but may be of use to someone and it was suggested to perhaps try to sell at a future event.

KD said that now there was a lot of available space in the loft some of the stuff from the meeting room could be cleared & put up there. He suggested that the contents of the filing cabinets could be put into cardboard storage boxes and put up there.

Broadband/WiFi It was agreed that it was OK for the Hall's WiFi to be accessible without the need for a password and that it would be a BT Hotspot. SB will see if the broadband name could be displayed as "Knowstone Parish Hall" when people log onto it. SB pointed out the Hall needs to generate an extra £42 per month to pay for this facility. We need to advertise the fact that the Hall now has WiFi and state it on the website and in the In Touch advert when it is renewed. RH was asked to produce a laminated WiFi sign to be displayed in the hall.

The idea of the Hall having a TV licence was raised which would mean we could possibly have our own 'Last Night of the Proms' event and watch the programme on the large screen. Cost of this to be investigated as may be higher cost than a domestic TV licence (post meeting note – it costs the same, ie £147).

It was agreed that the money raised at the Beetle Drive for the Defibrillator should be passed to KPC as they had purchased the cabinet it is housed in.

8. **Hall maintenance issues**

Terry had sorted out the cisterns in the Ladies toilets.

The clean up after the work had been done by Cat.

It was felt that a good job had been done re. the lighting and overall regarding all the recent improvement work.

9. **Hall activities / fundraising**

a. Feedback on recent events

i) **Summer Fair** – there had been good feedback. It was agreed that there should be a separate meeting for next year's fair to be held before Christmas to discuss and plan everything well in advance. As we were short of helpers at the fair and low on numbers on the committee generally it was agreed that WS would ask Cath and Bev if they were willing to join the Hall committee.

ii) **Coffee mornings** - going well although the most recent one had been very poorly attended for various one-off reasons. WS asked whether the committee were happy for the next Coffee Morning on 11th October to be held in support of Macmillan Cancer Support and also for the room hire charge to be waived. This was agreed; the latter as a one-off free use of the hall. WS also raised TN's suggestion that every other coffee morning is held in support of a charity was voted upon and not supported by the majority of the committee.

b. Progress of events planned for 2017

i) **Film nights** – the first one of the season will take place on 30th November. The Masons Arms meal deals will continue as previously.

ii) **Hobby Horse Race Night** – WV had circulated detailed notes/help required prior to the meeting.

All happy with poster & fliers; WS asked whether the font on the fliers could be made bigger so Easier for people to read.

PD & CD will man the door (subject to being available that evening)

TN will help with the tote; a third person is needed and RH will ask Cat.

WS with RS will run the bar.

KD volunteered to take on the role of helping to oversee the races & make sure the rules are not infringed.

WV to apply for a TENs licence and also for the previous Saturday for the Bere's party.

Sponsorship – JFB said he would approach an organisation he felt would be prepared to sponsor all 6 races; he will liaise with WV & WS if not successful so other people/organisations can be approached.

iii) **Andrew and Rosie Bere's party** – numbers to be confirmed but 70+. The bar will be organised by JFB and Elaine, WS & Ray will assist on the evening. All profit from the bar will go to the Parish Hall. The Beres will buy any surplus spirits at cost. Glasses will be hired and where possible drink will be bought on a sale or return basis or may be kept to be used the following Saturday for the Race Bar where appropriate.

c. New bookings DCF have booked to have their meeting here on 22nd October
There is to be a Yard Sale in the hall on 28th October.

10. **Publicity**

We need to think of ways to promote the hall and events held in the hall. Items quite often get left out of In Touch. There is the advert in In Touch but no way of knowing if it brings in any extra bookings. Need to advertise the website as well. Google tracker can give information of how many visitors the website gets and where they are from. The idea of having a sign with website address on being attached to village name signs was raised – JFB to look into. JFB will also look at South Molton Directory and Dulverton Directory as places the hall could advertise. SB will finalise letter for new residents.

11. **Date for AGM and any business to discuss**

Tuesday, 14th November.

- Arrangements for the Bingo Night
- Setting of meeting dates for 2017 – 2018
- JFB – fundraising ideas list which he will re-circulate to committee members

The meeting closed at 9.40 p.m.