

## KNOWSTONE PARISH HALL COMMITTEE MEETING

Minutes of Meeting held on 9<sup>th</sup> February 2016 @ 8pm

**Present:** Reg Howe (Chairman), Sheila Bray, Wendy Vigus, Ian Brooks, Phil Dey, Ken Dykes

**1. Apologies:** Andrew Bere, Rosie Bere, Tiffany Nicholson, Chris Dey, Wendy Sweet

**2. Approve minutes / 3. Matters arising from minutes:**

Minutes from 12.01.16 were reviewed.

IB stated that the Masons Arms was fully booked for the film night (48 covers). A mid film break was discussed but felt to be unnecessary.

RH detailed that the next In Touch deadline is 7<sup>th</sup> March.

KD stated that the fire extinguishers would be serviced on Friday 12<sup>th</sup> February. RH noted that it had been agreed to keep the servicing of the church and Parish Hall extinguishers separate.

SB confirmed that the electrical testing is in hand as is making RH a signatory on the cheques.

KD noted that Keep Fit sessions have restarted.

IB proposed to approve the minutes and this was seconded by PD.

**4. Correspondence:**

WV outlined that a business rates discretionary rate relief application form had been received from North Devon Council and would be returned asap.

**5. Finance report:**

Noted that there is an unresolved matter of payment for use of the Hall on New Year's Eve.

SB presented a summary of the incomings and outgoings from 4<sup>th</sup> January 2016 (paid out £212 to EDF, £619.11 to Community 1<sup>st</sup>, £68 for hall cleaning and paid in £19.00 from the bingo). Bank balance as of 09.02.16 was £2,813.85.

SB noted that the Community 1<sup>st</sup> hall insurance has increased YOY due to a rise in the amount of tax to be paid. All agreed that alternative companies will be considered when the five year contract is close to renewal (end of 2016).

SB stated that SWW will be paid £52.70 on 1<sup>st</sup> March and that the gas tank rental charge has increased by 30p to £2.80.

All approved SB's idea that everyone using the hall for our fundraising events should complete a form showing income, expenditure and profits.

WV handed over £7.50 for hall hire in January.

*NB: money handed over subsequent to the meeting closing was £30 from dance clubs, £35 from a dance, £10 from Keep Fit sessions and £10 for hall hire. Total equals £85.*

## **6. Documentation relating to hall**

WV distributed draft job summaries for the individual roles on the committee. To be emailed to absent committee members and approved at the next meeting.

IB outlined that the constitution has not been updated since its creation in 1983. IB will redraft the constitution to reflect the current way of working and club affiliations. The amended version will require the approval of two thirds of the committee at the next AGM. It was noted that the new version needs to be sent to the Charities Commission. Issue of whether all committee members automatically become trustees was discussed and needs further clarification. RH suggested that Christine Watson could become PCC representative on the Hall committee. IB to represent KPC and CD the Gardening Club. Other groups could potentially need representation as well.

WV and KD are to create some 'how to' lists / terms and conditions to advise hall users on the proper use of the hall when hiring it.

WV is to become the administrator of the Parish Hall section of the new Knowstone website and will liaise with John Smith on what needs to be included initially. IB noted that the aim is to get the new website operational by the next PC meeting (22<sup>nd</sup> March).

## **7. Ways to promote the hall**

### Hall charges

The hall charges for West Anstey, Oakford and Bishops Nympton were reviewed and it was ascertained that Knowstone Parish Hall is the cheapest. There was some difference in opinion over whether to increase publicity rather than charges or simply to increase charges. It was also noted that some clubs might find a hike in charges cost prohibitive. It was agreed by all that as charges had remained untouched since 2005, a small increase would be imposed.

New charges were agreed as £55 for hire of hall for an evening function for non parishioners / £40 for parishioners (up from £50 and £35). £120 for weddings and parties (up from £100). £20 for whist drives (up from £15). £7 per hour for main hall and £5 per hour for committee room (£2 increase).

It was agreed that all current bookings until the end of 2016 would remain at the current rate. Charity events could also remain at the same rate going forwards. All agreed that there could be a discount applied to those booking five or more events in one year.

### USP'S

The key benefits of the Parish Hall were felt to be its vicinity to the Mason's Arms, well equipped kitchen, projection equipment and sound system, badminton equipment and low charges.

### Organisations to approach

It was suggested that we advertise in the In Touch magazine and the MMN. RH is to contact the North Devon Journal. RH suggested that the website has a link to the Mason Arms and vice versa which was agreed by all to be a good idea. It was also agreed that the hall charges and facilities should be promoted in local B&B's, hotels and nearby services. RH is to continue talks with the Exeter Diocese.

## **8. Hall facilities and equipment**

A defibrillator proposal is being written by IB for submission to the PC on 22<sup>nd</sup> March. It was noted that this is a community project and that the only involvement of the hall is to approve the siting of the defibrillator on an exterior wall. All agreed that the Parish Hall could ring-fence any money which has been raised for the defibrillator if delays in implementation occur.

PD outlined that a key safe had been sourced for £59.94. Approval was given for purchase and PD will install.

KD detailed that he has completed an inventory for the hall and that there is enough equipment to sit 95 people in the main hall. It was noted that the hall has very few soup spoons or bowls. RH gave thanks to KD for his hard work in producing the inventory. KD noted that the outside storage shed and cupboard in the ladies toilet need to be tidied at some point.

#### **9. Hall maintenance issue**

WV stated that the hall window would be replaced on 10<sup>th</sup> February. KD kindly agreed to open the hall for access by the glazier.

#### **10. Hall activities**

The success of the film nights was noted. Last one to take place in March until the autumn.

All agreed that a separate fundraising meeting was required to allow sufficient time to discuss ideas. This was booked for Tuesday 8<sup>th</sup> March at 7pm.

#### **11. RWE community fund**

IB outlined that the project is still in the consultation stage with the next drop-in meeting being 18<sup>th</sup> February from 7pm to 8.30pm at the Parish Hall. All agreed that the Parish Hall should submit a proposal for funding. KD is to create a hall wishlist for review at the next meeting. SB noted that the on-going costs of any projects should be considered when making an application.

#### **12. AOB**

RH requested that an updated contact list of committee members be created to include job roles and key holder details. WV is to action.

#### **13. Date and time of next meeting**

Tuesday 19<sup>th</sup> April at 7.30pm.

**Meeting closed at 10.15pm**