

KNOWSTONE PARISH HALL COMMITTEE MEETING

Minutes of Meeting held on 19th July 2016 @ 7.30pm

Present: Reg Howe, Sheila Bray, Wendy Vigus, Ian Brooks, Phil Dey, Andrew Bere, Rosie Bere, Wendy Sweet, Jeremy Filmer-Bennett,

1. Apologies: Ken Dykes, Chris Dey, Tiffany Nicholson, Christine Watson

2. Approve minutes:

Minutes from 31.05.16 were reviewed. SB proposed to accept minutes and IB seconded.

3. Matters arising from minutes:

- WV has emailed job descriptions to TN as requested.
- RH is to contact Jim Westacott regards slipping roof slate.
- RH confirmed that WV will be taking on the role of Parish website administrator following John Smith's resignation from this role. WS will be responsible for PCC updates.
- RH confirmed that the hall dances will be advertised in the next In Touch magazine and the CPR training will be in the subsequent edition. WS has spoken to In Touch regards advertising the Parish Hall and will follow this up accordingly.
- RH has spoken to the Masons Arms who confirmed that there is a link to the Parish website on their website.

4. Correspondence:

WV has written to Elaine Chetham to thank her for donating to the Hobby Horse evening.

5. Finance report:

SB provided a summary of incomings and outgoings for the period of 18.05.16 to 11.07.16. Outgoings totalled £1399.61 and incomings totalled £1635.86. Current account stands at £4,150.44. SB noted that the EDF payments have increased from £142 to £151 which may be due to the heating used on two election days. The good amounts raised by the Hobby Horse race night (£725) and two dances run by RB and AB (£215 & £138) were noted.

No money was handed over at the meeting. SB has applied for the PRS license.

6. Hall facilities / equipment

All thanked JFB for the information provided on disabled toilets in relation to the disability discrimination act. This states that a new build or alterations within the scope of building regulations (for example: installing toilets where none existed before) would require the addition of disabled toilets. However there is currently no legal obligation to provide disabled toilets in an existing building. PD has explored options for improving disabled access to the current toilets. All agreed that this issue would be given high priority on the wishlist.

RH has gained a quote for new hand driers from WH Buckingham: 1.5kw = £78.30 + VAT and 2kw = £98.58 + VAT. Both hand driers are currently working and therefore this issue has been shelved.

WV reported on behalf of KD that some spare toilet rolls have gone missing from the toilets and that going forwards spares will be located in the hallway cupboard.

7. Hall maintenance

Hall cleaning was discussed especially in relation to post the hobby Horse event and pre the dance that followed a week later. RH informed the committee that the current contract states that cleaning should take place every six weeks. IB proposed that cleaning should occur every four weeks and SB seconded. All agreed. All also agreed that cleaning should also take place post a big event such as the Hobby Horse race night. RH is to discuss the new cleaning contract with KD and Catherine Omell. WV is to progress a contract for hall hire with the assistance of KD.

Post meeting: RGH has spoken to Ken Dykes and Catherine Omell re. hall cleaning. It will be carried out monthly as from Monday 25th July.

8. Hall activities / fundraising

All agreed that the Hobby Horse event was very successful and IB gave a vote of thanks to WV and Anthony Vigus for their work in organising and running the event. RH confirmed that CW is happy to oversee a team to organise the St George's tea on 23rd April.

JFB ran through the logistics of the wine tasting evening to be held on 1st October:

- £6 per ticket / maximum number to be 50 attendees
- Six wines to be tasted, plus cheeseboard
- Estimated costs to be £2.50 per head for Charlie of Bray Wines, £2 for cheeseboard
- Charlie will have wine to sell. JFB to ask if we can take a % of what is sold.
- Charlie to run heads and tails game. £1 or £2 entry for this, to be decided on night.
- SB to source lactose free cheese. JFB to source gluten free biscuits.
- All committee to feedback to JFB on poster
- JFB to produce numbered tickets and to be point of contact
- WV to publicise on website and to put big signs in Roachill / on moor
- All committee to help with set up and running of event

Quiz night to be run by IB and to be held on 12th November (as opposed to October).

9. RWE community fund

RH noted that the RWE meeting held at the hall on 26th June was the first meeting of those chosen to be on the panel. All agreed that KD should circulate his comprehensive wishlist to help guide the Parish Hall application and that this should be discussed as a priority at the next meeting. RH is to attempt to find out more details on the application process. JFB recommended that the RWE website be monitored to see when the application window opens.

10. Publicity

JFB provided some useful information on details to include on the Parish Hall website using Sampford Peverall's as a reference. WV is to progress with KD. JFB mentioned sponsored ads and this will be considered in the future.

RH suggested that contacting local organisations should happen once the website is updated. JFB is to prepare a list of potential organisations to contact for discussion at the next meeting.

11. AOB

WV provided potential meeting dates for 2016 / 2017: 6th September, 8th November (AGM), 10th January, 7th March, 9th May, 11th July and 5th September. No issues were noted with these dates.

12. Date and time of next meeting

Tuesday 6th September at 7.30pm. **Meeting closed at 9pm**