

## **KNOWSTONE PARISH HALL COMMITTEE MEETING**

**Minutes of Meeting held on 21<sup>st</sup> March 2017 @ 7.30pm**

**Present:** Ken Dykes (Vice Chairman), Wendy Vigus (Secretary), Jeremy Filmer-Bennett, Tiffany Nicholson, Phil Dey, Wendy Sweet, Tony Moore (KPC representative), Ian Brooks (part to discuss defibrillator)

**1. Apologies:** Reg Howe, Sheila Bray, Chris Dey

Point 7a was moved to start of agenda to allow Ian Brooks to speak.

### **7. a. Defibrillator**

Ian Brooks outlined current status of defibrillator acquisition:

- Aim is to fit defibrillator to exterior of Parish Hall on 6<sup>th</sup> or 7<sup>th</sup> April
- Parish Hall committee need to nominate responsible person and complete paperwork
- Community Heartbeat Trust will provide electrician for installation (c. £250)
- IB recommends an unlocked cabinet (due to a code only being given to those within 200m radius which is limiting)
- Installation will not take place until part of total cost have been given to Community Heartbeat Trust and paperwork is completed
- Community Heartbeat Trust cover the liability insurance for use in community
- KPC will pay £200 annually towards running cost
- Total installation cost is £1625 with c. £1000 yet to be raised to pay for equipment
- Donation boxes to be delivered to KD

The committee agreed the following:

- KD to be named as responsible person on paperwork
- KD to complete paperwork and to liaise with SB regards part payment
- SB to pay Community Heartbeat Trust funds ring-fenced in Parish Hall bank account for defibrillator (which is £600 raised by Dance Club plus donation from KPC)
- To site equipment close to electricity cupboard
- To consider having a list of names next to defibrillator
- To hold a fundraising event in 2017 to help fund defibrillator
- WV to copy gift aid declaration

Ian Brooks left the meeting.

### **2. Approve minutes:**

No amends. Minutes were signed as a true record of proceedings.

### **3. Matters arising from minutes:**

None

### **4. Correspondence:**

- a) KD outlined a letter from Tiverton Musuem regarding four Parish items on loan. All agreed to continue loaning three items (measure, lamp, borer) for period of five years and to put unwanted frame saw in storage. WV is to write a letter to this effect.

- b) WV confirmed that she had applied for discretionary rate relief from NDC in response to a letter received 12.01.17. JFB is to investigate if the solar panels will require payment of business rates.

## **5. Finance report:**

- a. KD read out an email from SB detailing income and outgoings which noted current A/C balance was £5,438 as of 1<sup>st</sup> March 2017.

### Income

£225.00	Hall hire (covers dance club, keep fit, garden club, charity dance and private hire)
£46.35	Dad's Army film night
£48.00	Coffee morning
<b>£319.35</b>	<b>TOTAL</b>

### Outgoing

£513.51	Insurance
£102.00	Hall cleaning (3 months) – yet to be cleared
£151.00	EDF (DD payment)
<b>£766.51</b>	<b>TOTAL</b>

Money yet to bank is £93.85 from February film night and £114 from dance held on 11<sup>th</sup> March. Outstanding to pay is £136.20 for fire extinguisher service / upgrade.

- b. Additional income handed over at meeting

WV handed over £146 raised at quiz night (17<sup>th</sup> March).

TN provided a bill for installation of dishwasher (£54). SB is to make payment to TN as she has already paid bill. KD and PD are to investigate taking redundant dishwasher to tip.

## **6. RWE community fund update**

KD confirmed that there had been a meeting on 11<sup>th</sup> March to discuss the community fund applications and that we would know by the end of the week if we have been successful. *Post meeting, KD confirmed that £8888.27 had been awarded and next steps would be confirmed once paperwork had been completed with the Chairman.*

## **7. Hall facilities / equipment**

PD confirmed that one quote from Alan Setheron for creating the disabled toilets (£11,197.21) has been received and that a quote from John Locke is expected at the end of the week. TN is to ask her contact (Square Foot) to provide a quote.

KD thanked SB and TN for their help in fitting the replacement dishwasher.

## **8. Hall maintenance**

KD confirmed that RH has spoken to the builder working on the church repairs and he is happy to fix slipped roof slate on hall roof, clean gutter, reconnect/unblock downpipe and install downpipe leaf barriers. All were happy for this to take place asap.

KD outlined two quotes for retarmacing a section of the hall drive – Alan Dart £950 plus VAT and J Penfold £650 plus VAT. PD confirmed that as per his deeds he would pay 50% of the cost. All agreed to hire J Penfold and WV and SB are to progress accordingly.

## **9. Hall activities / fundraising**

### a) Feedback on events

First 'new' coffee morning deemed a success. Next one will be Wednesday 29<sup>th</sup> March to tie in with mobile library visit. All agreed that TN could purchase two cafetieres for next event. Fliers to be distributed by committee members asap.

Positive feedback was given on quiz night.

TN confirmed that games nights have been cancelled for rest of year due to lack of interest.

### b) Events planned for 2017

Two further film nights scheduled – 30<sup>th</sup> March and 27<sup>th</sup> April.

TN outlined status of Village Fair (24<sup>th</sup> June). TTRO form completed and will be sent imminently. RH has signed Risk Assessment and Management Plan. Mr and Mrs Wilmetts willing to provide field for parking and TN is to explore parking options for Greenhill Cross side. Need to have an official to park cars and direct traffic. Cost yet to be known. TN has spoken to Mark and Sarah at the Masons Arms who are supportive of event. Customer parking for the pub has been accounted for within plans. Importance of advertising event was stressed. Need to complete a Special Events Public Liability form up to one week prior to event. All to consider competitions which could be run in the hall. WV passed on thanks from RH to TN and PD for their work in completing TTRO. All agreed to hold a meeting on Tuesday 2<sup>nd</sup> May to discuss Village Fair.

WV is to ask Ian Brooks if he is interested in helping with Hobby Horse race night on 15<sup>th</sup> July.

### c) New Bookings

KD confirmed that there will be a private party on 8<sup>th</sup> April to celebrate Bill Norman's 90<sup>th</sup>. WV is to send a card on behalf of committee.

### d) St George's tea and other ideas

It was agreed not to proceed with St George's tea party due to lack of time to organise.

All agreed to hold a Beetle Drive on Saturday 20<sup>th</sup> May to fundraise for defibrillator. JFB to run bar. WS to organise paperwork. All agreed that there would be no charge for hall hire.

WV passed on RH's thanks to SB for helping him cover a recent hall dance and to KD and Carol for helping when SB's arrival was delayed. WS stated that she cannot cover the dance on 3<sup>rd</sup> June. TN to help WV with a dance on 6<sup>th</sup> May with aim of running dance on 3<sup>rd</sup> June.

## **10. Publicity / website**

No updates.

## **11. AOB**

All agreed that KD should add cigarette butt disposal bin to wishlist.

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

Fair meeting Tuesday 2<sup>nd</sup> May and regular committee meeting Tuesday 9<sup>th</sup> May at 7.30pm