

KNOWSTONE PARISH HALL COMMITTEE MEETING

Minutes of Meeting held on 31st May 2016 @ 7.30pm

Present: Reg Howe, Tiffany Nicholson, Sheila Bray, Wendy Vigus, Ian Brooks, Phil Dey, Ken Dykes, Andrew Bere, Rosie Bere, Wendy Sweet, Jeremy Filmer-Bennett, Christine Watson (PCC representative)

1. Apologies: Chris Dey

2. Approve minutes:

Minutes from 19.04.16 were reviewed. TN proposed to accept minutes and SB seconded.

3. Matters arising from minutes:

TN has yet to put the Knowstone website address on her B&B website. WV has put a link to the Rosemary Cottage website on the Knowstone website (under 'local info' – 'local directory').

KD's amended hall tariff sheet was approved by the committee. WV is to put it on the website. TN queried if the discount for making five bookings or more per year applied to the organisation or event. All agreed that it applied to the organisation regardless of the event. KD proposed that if in previous years both the main hall and committee room have been hired for an event (but not charged separately) then the same rule should apply for future bookings. All agreed.

IB raised the issue of those organising coffee mornings paying hall hire when it is an event run for the local community. CW and SB detailed that the old system did split the proceeds between a charity and the Parish Hall. However the new system gives all proceeds to charity and hall hire is paid instead. There was general agreement that this was an acceptable approach.

SB has the change of signatory form and will progress.

WV is to email TN all job description details including that of vice chair.

KD acknowledged that a set of hall keys have been returned by John Stanbury. PD is to deposit these in the key safe and is to email the access code to all.

KD confirmed that Mrs S Thompson is unable to continue cleaning the hall due to ill health. Mrs Catherine Omell has been appointed as the new cleaner.

TN is to progress the issue of the slipping roof slates as WV has had no success with her contact.

4. Correspondence:

IB is to give SB a cheque for c. £106 from the PCC which is to go into the account to become part of the defibrillator fund. IB gave a brief update on the defibrillator project and stressed the importance of people attending the CPR training.

5. Finance report:

SB provided a summary of incomings and outgoings for the period of 27.04.16 to the current date. Outgoings totalled £1231.80 and incomings totalled £211.60. Current account stands at £2894.33. SB noted that outgoings including £358.86 going into the savings account to be ring-fenced for the children's fund and £650 to be ring-fenced for the defibrillator. Most recent film night raised £201.60 for hall funds.

KD gave SB money raised from hall hire in April and May which totalled £89 and was broken down as follows:- £36 from Keep Fit, £21 for private badminton sessions, £32 from the Garden Club for a talk and plant sale.

6. Committee issues

It was discussed whether those who run individual events on behalf of the Parish Hall should become co-opted members of the committee. Agreed that they would not be co-opted unless they expressed a willingness to do so especially as some 'helpers' had stated that they did not wish to be known as co-opted or the looser term of associate members.

7. Hall facilities / equipment

KD reported that the hand drier in the ladies toilet has been malfunctioning at events although it is working currently. RH confirmed that following discussions with the manufacturers Deta it would appear that the model is over 20 years old and no longer serviceable. RH has sourced some costs including £90.17 for an automatic drier from Edmonson Electrical in Barnstaple. All agreed that a new hand drier was needed and TN and RH will work together to source costs for driers including blade types. Noted that fitting would be an additional cost.

Matter of disabled toilets was discussed briefly. JFB will check legal requirements. PD to look at possible options such as fully disabled toilets and those equipped to help with greater mobility.

All agreed that marking the parking spaces in the carpark was not necessary.

8. Hall maintenance

TN to talk to Hewitt & Son about fixing roof slates.

9. Hall activities / fundraising

KD stated that there are no new bookings to report. Keep Fit sessions are still progressing. RB is to purchase paper towel for next hall dance in case drier fails to work.

All money for pre sales for the Hobby Horse race night was passed to WV by committee members. WV stated that it is imperative to encourage attendance on the night as the chosen date was proving to be popular for other events.

JFB detailed that he has spoken to Charlie at Bray Valley Wines about holding a wine tasting event. The charge to the hall would be £20 which would cover Bray Valley Wines providing six wines for 50 people to taste. It was noted that Charlie recommends combining the event with something else such as a quiz or cheese consumption. TN suggested making it a competitive event and JFB will discuss all ideas further with Charlie. 1st October was provisionally booked subject to confirmation with Bray Valley Wines. All agreed on an entry fee of £5.

TN raised matter of a fun day or fete. Agreed it was too late for 2016 but should be considered for Saturday 24th June 2017. TN and CW are to take the lead on progressing details.

TN suggested a 'disco night' but overall it was felt that attendance might be an issue given the older demographics of the community.

CW raised idea of St George's Day event and expressed disappointment that it did not take place in 2016. All agreed that it should take place on Sunday 23rd April 2017 and could involve afternoon tea and appropriately themed events. Idea is to be progressed at the next meeting.

Agreed that the October quiz night will potentially be rearranged if the wine tasting event takes place in October.

10. RWE community fund

KD re-read the wishlist for those who had not previously seen it. SB requested that ways to more easily access the hall roof lights should be added to the list. KD is to prioritise list for further discussion at the next meeting. IB detailed that the RWE funds are unlikely to be available until at least the end of the year but it was agreed to progress costings through the remainder of 2016.

As a separate point, JFB raised issue of risk assessments being required for individual events. SB confirmed that we do have a generic risk assessment form and are covered by insurance. David Morgan was mentioned as a useful contact for formalising risk assessments. All agreed that this issue would be considered in the planning of future events.

11. Publicity

RH reiterated that WV is the website editor.

CW raised issue of the Parish Hall not being advertised in the In Touch magazine. WS is to contact Roger Wilson for more details. RH is to include some details of the hall in the next edition of the magazine (in the Knowstone section).

JFB reiterated importance of being on local business directories and raising profile amongst local business communities. Mailshot to be actioned over next few months.

RH is to ask the Masons Arms to mention the Parish Hall on their website.

TN is to pass details of any websites which detail all village / parish halls to WV.

12. AOB

SB is to complete the new application form for the renewal of the annual PRS / PPL license.

WV is to bring a list of future committee meeting dates to the next meeting.

13. Date and time of next meeting

Tuesday 19th July at 7.30pm.

Meeting closed at 9.45pm