

# KNOWSTONE PARISH HALL COMMITTEE

## MINUTES OF MEETING HELD ON 12<sup>th</sup> JULY 2018

Present:

Mr Reg Howe, (Chairman), Mrs S. Bray (Treasurer), Mrs W Sweet, Mr P Dey  
Mrs C. Whatcott, Mr K Dykes, Mr J Filmer-Bennett

### 1. Apologies for absence:

None

It was confirmed that Mr S. Vincent has resigned from the committee.

### 2. Review and approval of minutes of 10<sup>th</sup> May 2018

Minutes were read and approved.

### 3. Matters arising

#### A. Review of Fair.

Total profit of £1139.09

Profit on sale of books was down.

It was agreed that use of recorded music rather than live musician may be beneficial.

JFB to approach Bideford Morris men to enquire if they would perform next year.

KD suggested that games, Morris men etc may be sited on the road next year. It was agreed that a split site was not ideal and activities would be better consolidated on one site.

It was suggested that RH approach the Bishop of Exeter to request he open the fair next year.

It was proposed that a schedule of competitions be included in the Feb/March issue of In Touch with follow up in April/May issue. Schedule also to be on web site. Competition judges to be appointed well in advance.

Proposed competition judges:

Arts and Crafts	To be confirmed
Baking	Linda ??
Photography	Johnny Kingdom – max photos size A4
Flowers	Either Farm Flowers or South Molton florists – WS to confirm.
Parachuting	KD

Due to difficulties erecting marquee, it was suggested a new one was purchased. KD to investigate.

## B. Publicity

- a. It was suggested Steve Vincent may be willing to again do the programme for next year.
- b. Larger signs were suggested on the link road.
- c. Communications with stall holders was effective having one contact person. SV to be asked for details of stallholders for possible attendance next year.
- d. Quality of some stalls to be reviewed.

## C. Programme

- a. Section of programme removed for lucky programme to have blank reverse side.
- b. Programme worked well but map may be simplified with list of stalls taking priority.

## D. Areas for improvement

- a. Road wardens need to be relieved more frequently
- b. Insufficient helpers. Rota required. A pre fair briefing with reward system may be beneficial. WS to organise.
- c. There was confusion concerning who was eligible for free tea and cakes
- d. CW raised matter of cost of cakes and sale prices. (See attached Cake Costing sheets). The cost to make is not reflected in sale prices.
- e. Large Car Park sign required.
- f. Announcer to be provided with full details of events, winners etc

## E. Amusements

- a. Plate smashing was popular with some plates sold before smashing commenced.
- b. Vintage cars. Prospect of more available next year

## 4. Finance

Accounts in future to be done in accordance with advice from Charity Commission or HMRC. JF-B to investigate. SB to discuss system used by PCC with WS.

Costs of Wi-Fi are increasing. SB to discuss options with BT.

### a) Outgoings

- a. Calor gas bill of £497.72

### b) Income

- a. £100.00 from Christening
- b. £ 48 from Art Group
- c. £1.00 donation

**5. Hall facilities/ equipment.**

- a. Date for commencement of disabled toilet works to be confirmed with John Lock. PD to chase.
- b. Bookshelves in hall will need to be moved due to disabled toilet works.

**6. Hall activities/fundraising**

- a. Race night planned for October 20<sup>th</sup> to be cancelled due to expected disabled toilet works.
- b. Film nights to be confirmed. KD to discuss with Ms T. Nicholson. Training session to be held with Michelle Browse.

**7. AOB**

**8. Next meeting.**

The next meeting will be held on Tuesday 4<sup>th</sup> Sept.at 7.30.  
AGM to be held on 2<sup>nd</sup> Oct 2018 at 7.30pm when current committee members will stand down and offer themselves for re-election. A vote will be taken following the proposal and seconding of each candidate.