

# KNOWSTONE PARISH HALL COMMITTEE

## MINUTES OF MEETING HELD ON 5<sup>th</sup> November 2019

Present:

Mr Reg Howe, (Chairman), Mrs S. Bray (Treasurer), Mrs W Sweet, Mr P Dey  
Mr J. Filmer-Bennet, Mrs J Hicks, Mr K Dykes, Mr.D Barrett, Mrs C Whatcott, Mr.  
J Pomfret, Mrs T Pomfret

### 1. Apologies for absence:

None

### 2. Review and approval of minutes of previous meeting

Minutes were read and approved.

### 3. Matters arising

It was agreed that use of Gordon and Thelma's field for the fair would be considered for 2021.

PD confirmed films for Dec and Jan were to be The Hustle and Downton Abbey.

Dates are still to be agreed with the Masons.

Date for clearance of shrubs from around the hall to be agreed.

JFB offered to assist at Church dance on Jan 11<sup>th</sup>.

### 4. Treasurers report

£56.40 was raised from the recent coffee morning.

£224.46 has been raised from recent hall hire events.

SB to renew electrical supply contract in December. It was suggested that changing supplier can be advantageous.

JFB to investigate charity VAT status.

### 5. Hall matters

1) KD stated that there have been problems with cleaning of the hall after various events. It was confirmed that the hall was contracted to be cleaned monthly but that at other times it was not clear who was responsible. It was agreed that the hall should be left as it was found by any hirers but also that a form setting out hiring conditions should be drafted for future use. A deposit fee to cover cleaning costs is also to be considered. JFB to draft document. Notices or labels could be fitted to some items to indicate where they should be stored.

Inventory of kitchen equipment to be checked and updated if required.

2) Due to excessive work load for KD, it was agreed there would be an induction meeting for all committee members into the workings of the hall so that the responsibilities could be shared. A date is to be confirmed.

3) It was agreed to purchase a new 20 litre SS water boiler as replacement for current one not working.

- 4) WS to purchase new kitchen scissors
- 5) Proposed new kitchen will be subject to new funding bid. Current plans (thanks to Louise) were reviewed and discussed. It was suggested kitchen could be extended into committee room with possible bar and servery. A sub-committee of JFB, KD, TF and JH will discuss plans and agree proposals.
- 6) Date for clearance of cuttings around hall with dumpy bags agreed as 12<sup>th</sup> November at 2.00pm
- 7) JFB to draw up lending agreement document to be used when items of hall equipment may be hired out or lent.

#### **6. Car park**

KD to continue with proposals and obtain quotations to include moving of gas tank.

Application for funding will be submitted.

#### **7. Film Night**

First film will be Fishermans Friends. It was noted that hall charity number should be printed on posters to be displayed at some venues – (Sainsburys).

Woodside garage to be asked to have future poster.

#### **8. Christmas Fair**

Set up Friday 6<sup>th</sup> December at 3.00pm.

Stall holders to be informed that Spring Market will not take place.

#### **9. Summer Fair**

Date confirmed as Sunday 28<sup>th</sup> June from 1.00pm till 4.00pm

More helpers would be required for setting up and on the day.

DB has received cost of £75 for Morris dance troupe to attend. Following a vote it was decided not to accept this cost, though it was agreed that some continuous music would enhance the fairs ambience. Previous music stall holder to be approached.

Stall costs to remain at £10.

DB to discuss stall holder arrangements with S. Vincent.

JFB confirmed road closure traffic order has been approved.

#### **10. Bingo**

Date confirmed as Tues 10<sup>th</sup> December. SB distributed £10 to those preparing boxes.

Anthony Vigus to be asked to be caller.

JFB to purchase turkey.

JH to obtain wine and biscuit prizes.

Raffle prizes to be organised by PCC.

#### **11. Coffee Mornings**

No further coffee mornings currently planned.

**12. AOB.**

Cost of dance entry to go up to £5 next year, raffle tickets still £1 per strip.

KD to update guide to running dances.

It was suggested that cost of hall hire as polling station be increased to £200.

Date for Carol service confirmed as 15<sup>th</sup> December at 6.30pm followed by mulled wine and mince pies in hall.

**13. Next meeting**

The next meeting will be held on 28th November at 7.30pm