

## KNOWSTONE PARISH HALL COMMITTEE MEETING

Minutes of Meeting held on 12<sup>th</sup> January 2016 @ 8pm

**Present:** Reg Howe (Chairman), Sheila Bray, Wendy Vigus, Andrew Bere, Rosie Bere, Tiffany Nicholson, Phil Dey, Chris Dey, Wendy Sweet, Ken Dykes  
Plus two members of the public – David Morgans (part), Ray Sweet

**1. Apologies:** Ian Brooks

**2. Approve minutes:**

Minutes from 09.11.15 were reviewed.

KD noted that the hot water has had to be turned on at dances due to the inclement weather not allowing much to be generated from the solar panels.

WV confirmed letters have been sent to Mr & Mrs Smith, Mrs McGill and Mr & Mrs Watson.

SB confirmed that a second quote has yet to be obtained for the five year electrical testing and that the £200 donation from the Parish Hall has now been received for this year. SB also noted that the first £420.90 FIT payment has been received.

RG noted that there will be a training session on using a defibrillator at West Anstey hall on 19.01.16 starting at 7pm. KD stated that acquiring a defibrillator for Knowstone is currently being considered by the Parish Council.

WV is to chase up the replacement of the double glazing unit with Mid Devon Windows.

Noted that the next film night will take place on 25<sup>th</sup> February. RH clarified how people can book for the meal or alternatively turn up on the night for the film only and it was agreed to check the posters are clear on how to book / attend.

RH requested any relevant information for the Knowstone section of the In Touch magazine.

Minutes were subsequently approved with one amendment to the definition of David Morgans as 'parishioner' rather than 'parisioner'.

**3. Correspondence:** None

**4. Finance:**

SB provided a summary sheet of the income and outgoings for the period 13.11.15 to 04.01.16. Income totalled £1541.34. Outgoings totalled £776.27. Current bank balance stands at £3693.96.

SB has renewed the electricity contract with EDF. A cheaper price has been negotiated and the price will be fixed until 2019.

RH suggested the fire extinguishers in the church and hall could be serviced at the same time.

SB outlined potential expenditure for 2016 on a monthly basis. It was noted that the 5 year electrical testing and PAT testing could take place at the same time although this is unlikely to save costs. SB noted that the insurance will be paid in March and is likely to be £582.53. This is the last payment of a five year fixed contract and therefore costs may well increase in 2017.

SB detailed that there was a rogue £39 outstanding from the bingo which was not accounted for on the night. All agreed to split this profit equally between the PCC and the Parish Hall. It was noted at this stage that there had been feedback on the quality of one of the donated bingo boxes and it was agreed that going forwards all boxes would be checked on arrival.

RH is to be added to the list of signatories replacing John Smith.

#### **5. Diary of events / booking system**

KD has compiled the 2016 booking calendar with all recurrent events shown until the end year.

WV mentioned that John Smith is to meet the person who is responsible for changing the design and layout of the Parish website and some ideas for the Parish Hall section have already been discussed. WV is to bring ideas to the next meeting.

#### **6. Key holders / safe**

PD agreed to take responsibility for the project of siting a key safe on the exterior of the hall.

#### **7. Hall charges**

KD stated that the hall charges have remained unchanged for many years. TN agreed to compile a comparative chart of charges at other halls. Noted that WV will contact Oakford and KD will contact West Anstey. Matter will be reviewed at the next committee meeting.

RH noted that he will speak to the Exeter Diocese regards hiring the hall for meetings.

#### **8. Fundraising**

##### a) Planned

Michele Browse's proposal to continue running the film nights was considered and all agreed that this would be preferable. RH to talk to MB about this (*NB: action complete / MB will be continuing*)

##### b) Ideas

WV highlighted that no other bespoke fundraising events are planned this year which is concerning. All agreed to set a date for a separate fundraising meeting in March and to discuss the principle of a fundraising subcommittee at the next meeting. WV is to write to the parishioners who suggested ideas for events as this action remains outstanding.

##### c) RWE community fund

RH outlined the current status of the RWE community fund project (£90,000 will be made available annually to the parishes surrounding the wind farm and interested parties can apply for some of this funding). All agreed that the Parish Hall should consider making a pitch and this will be discussed at the next meeting.

#### **9. AOB / Date and time of next meeting**

It was noted that the constitution is outdated. *NB: Post meeting IB has volunteered to look at updating.*

RH is to talk to Tim Browse about continuing to be the contact for Good Energy and conducting the meter readings. (*NB: action complete / MB will be continuing*).

Frequency of meetings was discussed and there was some reluctance to have monthly meetings. Next meeting will be Tuesday 9<sup>th</sup> February 2016 at 8pm.

**Meeting closed at 9.30pm**