

KNOWSTONE PARISH HALL COMMITTEE MEETING

Minutes of Meeting held on 2nd February 2015 @ 8pm

Present: John Smith (Chair), Sheila Bray (Treasurer), Wendy Vigus (Secretary), Olwen Smith, Ian Brooks, Tim Browse, Michele Browse, Rosie Bere, Andrew Bere, Ken Dykes, Trevor Reynolds, Christine Watson (as PCC representative)

1. Apologies: None

2. Approve minutes:

- a. Committee meeting 10.11.14 approved
- b. AGM 10.11.14 approved (agreed to approve at meeting rather than the 2016 AGM)
- c. Special meeting 22.01.15 approved
- d. New format of agenda and minutes approved

All minutes to be posted on noticeboard following meeting.

3. Correspondence: None

4. Finance:

a. Income / outgoing summary from treasurer

<u>Income</u>		<u>Outgoings</u>	
£100.65	Hall hire for clubs	£78.00	Exmoor Heating
£37.50	8th November dance	£479.45	Calor Gas + tank rental
£65.00	Hall hire	£400	Tim Thompson (boards)
£5.00	Bill Bucknell donation	£100	Bingo expenses
£115.50	29th November dance		
£293.00	Bingo		
£120.00	New Year dance		

b. Additional income / outgoings handed over at meeting

<u>Income</u>		<u>Outgoings</u>	
£20.00	8th Dec Music group	0.97p	Bin liners
£15.00	10th Dec Scottish Reelers	0.40p	Washing up liquid
£15.00	10th Dec Garden Club	£1.14	Flash floor cleaner
£15.00	17th Dec Dance Club	£1.70	Cif
£94.00	20th Dec Dance	£1.12	Harpic
£15.00	7th Jan Dance Club	£4.00	Mr Muscle sink
£15.00	21st Jan Dance Club		
£35.00	31st Jan Danxw club charity dance		
£20.00	Keep Fit Wednesday		
£30.00	Keep Fit Monday		
£35.10	Coffee Mornings		
£50.00	Donation from Professor J Lone		
= £1095.75		= £1066.78	

SB to create a financial summary sheet showing income / outcome for next meeting.

JS to email thanks to Professor J Lone for his kind donation of £50 and appreciative words about the parish.

SB is to download a change of signatory form. All agreed for JS to replace John Stanbury as signatory. Reiterated that KD and SB are the other two signatories (only require two officially but prefer to have three).

SB outlined that we are in our fourth year of a five year agreement for building and contents insurance. Outlined that currently this covers building at £248,276, contents (incl. audio / visual) at £9,390 and shed at £986. JS to ask Kings Nympton about impact of solar panels installation on their insurance policy.

Proposed: To ratify payment of £582.53 for renewal of insurance due 16th February and to review insurance company at meeting in Nov / Dec 2015

Outcome: Passed unanimously (PROP: IB and SEC: AB)

c. Ratify payment to Solar PV Tech ref. Planning and Permissions

Proposed: To ratify payment of £296.98 to Solar PV Tech for planning application invoice

Outcome: Passed unanimously (PROP: IB and SEC: JS)

5. Grant Report

- a. No grants in progress
- b. Agreed to undertake future grant applications on a project basis (i.e. determine need and source grants to fund). KD to advise project team on best practise. KD suggested applying to Awards for All to fund move of telegraph pole and extension of carpark. KD and JS to liaise on existing grant data file and next steps.

6. Solar PV Tech update

JS outlined that KPC have approved the funding and will pay for the cost of the project. Solar PV Tech have submitted planning application. Cheque to cover deposit has been sent by KPC to Solar PV Tech. IB has liaised with gentleman conducting survey for energy certificate. Aiming for installation by end of March. JS gave thanks to all those involved in project and subsequently was thanked for his work on proposal.

Issue of whether VAT can be reclaimed is still outstanding. JS to discuss further with Solar PV Tech and Kings Nympton hall committee. Confirmed that no decision was taken by KPC at their meeting regards the £200 given annually to the Parish Hall. Noted that KPC should be paying for hall facilities.

7. Hall maintenance issues

- a. SB has ordered replacement parking sign. All agreed to fix it to railings as before.
- b. SB has spoken to Steve Bendall regards repairing barge board. Quoted £243 which excludes painting. KD and SB to coincide this work with Tim Thompson's painting.
- c. IB advised that the membrane must stay in place until September. £50 budget was allocated to garden tidy up and Mr and Mrs Brooks are to oversee work, including growing plants from seed. IB confirmed that the Garden Club are unwilling to be involved.
- d. IB to remove bench on 03.02.15 for repair
- e. SB confirmed that electrical testing is underway. Need for annual testing TBC.

8. Hall facilities / equipment

- a. No issues to report with dishwasher
- b. KD has printed off risk assessment documentation and passed to SB for reference

- c. Confirmed that JS, KD and SB have hall keys (KD also has a spare set). Set of keys with John Stanbury to be returned to hall. Kathy Gregory has door key and there is a key in the church.
- d. Agreed that plastic chairs can be stored in church to provide extra seating at events. KD to source prices for a whiteboard for the hall committee room.

9. Hall activities / fundraising

- a. WV gave thanks to all involved in the Christmas bingo and confirmed that thank you notes had been sent to Rosemary Newton, Sheena Barfoot, Tony / Debbie and Louise for their donations. SB confirmed that the £5 donation for the Christmas boxes had been taken as an hall expense for the first time. Issue of £5 to be discussed in autumn.
- b. OS is hoping to run another Macmillan coffee morning in September.
- c. Extra dance has been booked for 14th February with Ben. KD to oversee. Elaine to replace Ben at 20th June dance. KD confirmed advertising has been increased for dances to combat dwindling numbers.
- d. Flyers have been distributed for quiz on 27th February. Posters available for distribution. WV agreed to help on door and JS / OS will run the raffle.
- e. Confirmed that hall receives £175 for hire of hall on election day.
- f. WV demonstrated proposed visual calendar of events. All agreed to trial system. JS to add Whist Drive on 5th February to What's On noticeboard.
- g. KD is happy to remain responsible for publicising events in local press / on radio but stressed need to be aware of long lead times especially for parish magazine. JS to continue updating events on website.
- h. Future fundraising events were discussed and it was agreed to have a joint fundraising meeting on March 2nd 2015 with the PCC committee.
 - I. Film nights - MB to investigate further
 - II. Games / skittles night – possibly November
 - III. Whist drive / chess club / bridge club
 - IV. Summer fete – possibly 6th June or early July, OS to explore further.
 - V. 23rd April 2016 – event to celebrate St George's Day or Shakespeare's birthday
 - VI. Art and Craft exhibition
 - VII. Summer lunch / Big Breakfast
 - VIII. St Peter's church flower festival 27th – 28th June

10. Meeting schedule for 2015 / 16

No decision was taken on need for a meeting schedule for 2015 / 2016

11. Matters for inclusion at next meeting

IB to continue investigating Wifi for hall.

12. Date of next meetings:

Fundraising idea generation Monday 2nd March 2015 @ 8pm
 General committee meeting Monday 13th April 2015 @ 8pm

Meeting closed at 10.15pm