

## **KNOWSTONE PARISH HALL COMMITTEE MEETING**

**Minutes of Meeting held on 9<sup>th</sup> November 2015 @ 8pm**

**Present:** Ken Dykes (Acting Chairman), Sheila Bray, Wendy Vigus, Tim Browse, Michele Browse, Andrew Bere, Rosie Bere. Ian Brooks (Locum Chairman), Tiffany Nicholson, Phil Dey, Reg Howe (PCC).  
Plus three members of the public – David Morgans, Carol Dykes and Rosemary Newton.

**1. Election of committee:**

No volunteers or nominations were forthcoming for the position of Chair following John Smith's resignation. IB suggested that he could become locum Chairman until an Emergency General Meeting (EGM) is held which is the next course of action according to the constitution. KD proposed, MB seconded and the appointment of IB was unanimously agreed. EGM was provisionally planned for January 2016 (date to be agreed later in meeting). IB stated that he is unwilling to remain as Chairman after the EGM. The issue of no Chair being appointed at the EGM was discussed and the fact that the Parish Council would need to become involved if this happened was noted. It was agreed to be of paramount importance that a Chair is appointed.

TN volunteered to be vice chair. Proposed by WV, seconded by SB and unanimously agreed.

WV happy to remain as secretary. Proposed by TN, seconded by KD and unanimously agreed.

SB happy to remain as treasurer. Proposed by KD, seconded by RB and unanimously agreed.

Rest of meeting was chaired by IB in the capacity of locum chairman.

**2. Apologies:** Christine Watson (PCC)

**3. Approve minutes:** Minutes from 20.09.15 were approved.

**4. Correspondence:** Letter of resignation from Mr and Mrs Smith received in October. WV to write a letter of thanks for their hard work. Letter from NDC dated 30<sup>th</sup> October has been received requesting information on the solar panel project to assist with a business rates valuation. IB completed form and WV to return. KD noted at this stage that the electricity meter has been replaced.

**5. Finance:**

SB noted that the gas tank has been completely filled at a cost of £400.26. This had not been requested. SB suggested that the heating be provided by electricity rather than gas going forwards although KD noted that the gas heating is required for the dances.

SB is awaiting one final quote for the five yearly electrical testing with the current lowest quote being £35. To be discussed at the next committee meeting.

a. Income / outgoing summary from treasurer

SB provided a summary sheet of the income and outgoings for the period 11.09.15 to 01.11.15 which all agreed was a useful addition to the meeting.

Income totalled £1516.22. Outgoings totalled £271.25. Current bank balance stands at £2928.89.

SB noted that the savings account stands at £100 but should be £500.74 as this is money that was ringfenced to spend on children's activities. Action regards this money to be decided at the next meeting.

b. Additional income / outgoings handed over at meeting

<u>Income</u>		<u>Outgoings</u>
£138.00	31 <sup>st</sup> October dance	£1.80 Handwash x 2
£103.60	29 <sup>th</sup> October Film Night	£0.80 Air freshener
£5.00	Hall hire	£0.75 Washing up liquid
£41.15	Sept / Oct coffee mornings	
£15.00	7 <sup>th</sup> October dance club	
£10.00	11 <sup>th</sup> October hall hire	
£15.00	21 <sup>st</sup> October dance club	
£7.50	Garden Club	
<b>= £335.25</b>		<b>= £3.35</b>

Parisioner David Morgans raised a query regarding the account sheet presented in the AGM and asked if the Parish Council had given its annual donation to the Parish Hall (precept). Committee felt that this was waived for one year due to the KPC funding the solar panels. Whether this was correct will be clarified in time for the next meeting.

SB and KD to remain as signatories until the EGM. To be discussed at the next meeting.

Thanks were given to SB for all her hard work.

**6. Solar Tech PV update**

TB confirmed that he is now the official contact and that the first payment is due on 25<sup>th</sup> November, amount yet unknown. SB to check payment has gone into bank. TB to provide next meter reading on 1<sup>st</sup> December. TN enquired about the cost of installing the solar panels. *TB confirmed post the meeting that this was £14,856.49.*

**7. Hall facilities / equipment**

KD has presented his idea of acquiring a defibrillator and siting it at the Parish Hall to the KPC. They have asked for further clarification of fundraising and project management. IB to revisit the issue at the next KPC meeting. TN highlighted that she is St. John's Ambulance qualified so is happy to be involved. Jeff Gregory and Tony Moores were also named as willing to be involved having experience of similar projects.

KD stated that Anita Coleman has donated some cups which could be used for future hall events.

**8. Hall maintenance issues**

KD is overseeing the replacement of a double glazing unit in the main hall. Mid Devon Windows are replacing the pane as it is still under warranty.

Agreed that tarmacating the drive would be revisited in the spring. PD wished it to be noted that he has a personal interest as his deeds state he is partly responsible for repair of the drive.

**10. Questionnaire feedback and fundraising issues**

Item 10 was moved forwards. MB detailed that four questionnaires were completed by the parishioners with three key areas arising 1. Children's activities (Megan Poole and Corinna McBride) 2. Market (Copper and Catherine Howe) 3. Games (Mr Filmer-Bennett)

MB to write to all that responded and to ask them to attend the next committee meeting to discuss their ideas (date and nature of meeting to be confirmed at the EGM).

TN to approach Mr Filmer-Bennett regards liaising on a games night.

TN suggested an Easter Extravaganza and item to be discussed at the next committee meeting.

#### **9. Hall activities / fundraising**

- a. WV to write a letter of thanks to Jill McGill for her donation of the BBQ . WV to ask John and Olwen Smith if they are still interested in acquiring the BBQ for the hall to borrow for future events. If agreeable this course of action will be communicated to Jill McGill. WV to write to the Watsons thanking them for donating the gazebos to the hall.
- b. MB outlined that the film night on 29<sup>th</sup> October was successful with 46 covers at the Masons and 9 extras on the door. Costs were £116.40 and profit £103.60. Next film night is 26<sup>th</sup> November and then the last Thursday in February. Suggestion from member of the public regards running a raffle will be considered. TN to consider the possibility of a film event for children.
- c. Quiz night deemed a success raising £248.10. IB proposed running another in Oct 2016.
- d. 12 dances booked for 2016 and allocated to committee members. Chosen charity for dance club is fundraising for the defibrillator.
- e. A parishioner has expressed interest in salsa evenings.
- f. Date for bingo confirmed as 8<sup>th</sup> December. WV detailed that ten people are required to provide Christmas dinner boxes for the bingo. WV to provide £5 donation per box in next few weeks. £50 to be advanced to WV to purchase smaller prizes.

#### **11. AOB:**

RH highlighted that he is trying to make the section in the In Touch magazine more community focused and asked for help from the committee in achieving this.

IB to create a letter to circulate to all parishioners detailing the current situation regards the committee and need for a Chair. Date of EGM to be highlighted and parishioners asked to attend. Notice of meeting to be put on website.

#### **12. Matters for inclusion at next meeting:**

- a. Signatories
- b. 5 yearly electrical testing
- c. Children fund / savings account
- d. Parish hall donation / precept
- e. Defibrillator
- f. Presenting fundraising ideas
- g. Tarmac the drive
- h. Easter Extravaganza
- i. Letter box / suggestion box (carried over from previous minutes)

**13. Date of next meeting:**      EGM - 7.30pm on Tuesday 12<sup>th</sup> January 2016  
Committee meeting – TBC

**Meeting closed at 9.30pm**