

Minutes of the Knowstone Parish Hall Committee Meeting held on 2nd October 2018

Present: Sheila Bray, Ken Dykes, Jeremy Filmer-Bennett, Jeannie Hicks, Reg Howe, Wendy Sweet, Cath Whatcott

Apologies for Absence: Phil Dey (part)

1. Election of Officers:

Chairman – Reg Howe, nominated by KD, seconded by CW, all agreed

V/Chairman – Ken Dykes, nominated by SB, seconded by JFB, all agreed

Treasurer – Sheila Bray, nominated by RH, seconded by WS, all agreed.

Secretary – no-one was willing to undertake this role. WS & JFB said they were happy to take minutes from time to time.

2. **Approve minutes.** The minutes of the meeting held on 4th September 2018 were approved as a true record, proposed SB, seconded CW, all agreed.

3. Matters arising from minutes (not covered elsewhere on the agenda)

Re. judges for next year's Village Fair competitions - RH still to speak to Ken Kildrew to see if he can judge the arts & crafts section. WS reported that she had contacted Linda Hill re. judging the baking section and she asked to be contacted again early in the New Year as unable to commit this far in advance. Following the sad death of Johnny Kingdom another judge is needed for the photography section. WS suggested that she contacts Jodie Hackman, a wildlife photographer who she knows. WS still to contact previous suggestions for flower judge.

Item 6e – committee had been concerned over lack of progress however now reassured by TN's recent email that things are now progressing.

Re. marquee on website identified by KD. The company is in the Midlands so difficult to see what it is like before buying. KD said it was similar to the one we already have. As an alternative KD suggested that we buy 2 or 3 large gazebos instead which pop up and may be easier to erect. A more practical idea but we will need to make sure they are fully waterproof as the last ones purchased had air holes in the roofing which let the rain in. RH said he has sand available that the committee can use to create sand bags to weigh down the gazebos.

Bideford Morris Men – JFB reported that they are not available to come to next year's Fair as already booked. They had given JFB a contact for a Somerset side which he will approach.

JFB had asked Caroline Quentin if she could open the fair but she is not available. It was suggested that Steve is asked if he could ask one of his celebrity contacts.

SB reported that she had phoned BT Local in Plymouth to try to reduce the cost of the hall's WiFi. It can be reduced by a few pounds per month. However we could have it free for a few months as they are doing a trial starting 31st October until 31st March during which time we would get the highest speed they can provide, after which they will send a questionnaire for our opinions and to see whether we want to carry on. SB still needs to find out if we can get VAT off or reduced. Email will be sent to confirm details. The committee confirmed that they were happy for SB to proceed. We can download the BT Sports App & show sport in the hall.

Filing cabinet sorting is due to commence on 11th October.

4. **Correspondence** WS had received an email from Hallshare about a meeting on 9th October at West Buckland Village Hall. JFB and CW said they would attend.

5. **Finance report**

a. **Income / outgoings summary** – already circulated at AGM

b. **Additional income handed over at meeting** - KD gave SB £127.90 for hall hire less miscellaneous expenses.

Cheques recently banked - £56 from Bill Bucknell for hall hire for anniversary party and £120 from PCC.

SB will write to KPC for a grant of £200.00. A cheque for £123.81 was raised for Belinda to cover curtain track & time spent.

6. **Hall facilities / equipment** KD reported that the old trestle tables and wooden forms are coming to the end of their lives. He will put plastic folding tables on the next grant list. He said the forms were well made and it would be a shame to dispose of them. RH to ask the carpenter, David Herbert to mend the forms so they can be used in the church for additional seating.

Kitchen renovations - the consensus is that it is not big enough to be a modern commercial kitchen. It needs to be upgraded and made more usable. After new sliding fire door has been put in there will be more room for storage cupboards. SB has Louise on standby to do a kitchen design. Caterers using the kitchen have said they would prefer a cooker with 6 rather than 4 burners. JFB said he would like to be involved in looking at options as has he run commercial kitchens in the past. It was felt that there is no point in going too up-market on the kitchen as limited by size of carpark. There was a query about whether we need a third sink for hand washing; if so not where it is currently positioned. A sub-committee of KD, SB, JH & JFB will meet and draw up ideas/plans.

7. **Hall maintenance issues** KD reported that there is guttering coming adrift at the southern side of the hall which John Lock will repair. He said that the shed roof is leaking again. SB to enquire of shed man about putting a metal profile roof on it. Book shelves will go where filing cabinets are currently. There will not be room for the small shelves out in lobby which is used to display leaflets. Review situation to see if they can be displayed in committee room. The fire extinguisher may have to be moved. It was agreed to review what goes in the committee room in due course once filing cabinets were out of the way etc. Suggestion that the memorials could be moved into the hall.

The hall gardens need to be sorted but it was decided to wait until stuff has died off before arranging a date. JH will take the lead on this. The new electricity pole replacing old one has not been put on hall ground. The old one has not been taken down yet.

Someone had suggested having a permanent bar – JFB had looked at mobile ones but they are very expensive. We need something that is easier to put up than what we currently have. No-one has Bill licence so the whole idea of having a bar at events needs to be reviewed.

Curtains – SB expressed concerns. Heathcoats are matching Belinda's price to make the curtains but they will have joins in them because the material is stained in various places from the fire retarding process. RH read TN's email re. curtains - £1130.00 to be paid to Heathcoats. Does the price include fitting the curtains? Are we able to apply pressure on Heathcoats so they will fit them for us? David Herbert, the carpenter is going to fit the tracking. WS to ask TN to confirm that David has been contacted re. fitting tracking and raise concerns about the curtains having joins etc.

8. Hall activities / fundraising:

a. Progress on events for 17/18:

i) Film Nights

All in hand; dates as follows (all Thursdays): 8th November, 6th December, 10th January 2019, 7th February 2019, 7th March 2019 £16.50 – meal deal, extra 50p going to hall.

ii) **Bingo 11th December** 7.00 p.m. for 7.30 p.m. WS will ask Wendy V if Anthony is willing and available to do calling. SB to organise £5 notes to give out to those putting together meal box prizes.

We haven't organised a Quiz night for quite a while - look at again at next meeting.

b. **New bookings** One has been received for a christening. Dance club will be starting up again late this year due to building work (one this month at Yeo Mill instead). Next one will be on 27th October.

c. **Allocation of dance dates** These were divided out between committee members and KD will email up-dated list round to everyone.

d. **Other ideas for events to be held in early 2019** Quiz night & other ideas to be discussed at the next meeting.

9. Publicity

A letter had been received from 'In Touch' to repeat advert for £75.00. It was agreed that WS would amend current advert and circulate to committee members for comments/approval before submitting it to 'In Touch'. A cheque for £75 was raised and given to WS to post with the copy.

10. Setting of meeting dates for 2019

a. The following dates for 2019 were agreed:

- Tuesday 16th January
- Tuesday 12th March
- Tuesday 9th April
- Thursday 25th April – Fair meeting
- Thursday 23rd May – Fair meeting
- Tuesday 9th July
- Tuesday 3rd September

b. Confirm Summer Fair meeting date – Tuesday 4/12/18

11. **AOB** KD asked JH to supply SB with her person details so they can be filed with the Charity Commission.

SB reminded committee members to complete a financial form for each event for her records.

12. **Approval of next meeting date** - Tuesday 13/11/18