

## KNOWSTONE PARISH HALL COMMITTEE

### MINUTES OF MEETING HELD ON 10<sup>th</sup> MAY 2018

Present:

Mr Reg Howe, (Chairman), Mrs S. Bray (Treasurer), Mrs W Sweet, Ms T Nicholson, Mr S Vincent, Mr P Dey

1. Apologies for absence:

Mr K Dykes, Mr J Filmer-Bennett, Mrs C Whatcott

2. Review and approval of minutes of 12<sup>th</sup> April 2018

Mrs Bray confirmed that under item 6 Finance report, reference to £94.21 profit should read £237.48 which includes profit from teas.

Minutes were read and approved with above amendment.

3. Matters arising

All matters would be covered in the meeting.

4. Correspondence

Mr Howe issued letter from Devon Community Buildings dated 16<sup>th</sup> January 2018 and requested PD read and comment.

SB to check if cheque for £96.48 to cover cost of second set of pads for defibrillator would be acceptable to supplier.

5. Finance

a) Outgoings

Tug of war rope	£104.50
Materials for curtains	£1228.50
Hall cleaning	£123.75
Printing costs, S.Vincent	£36.93
Fire extinguisher	£127.02
Gas tank rental	£2.80

b) Income

Dance	£165.75
Coffee morning	£18.00
Further donation to come	£4.00

SB confirmed that last years total gas payment (including tank rental) was £243.

The gas tank rental to be paid is £2.80 x 2 = £5.60

The total running costs of the hall was circa £3000 pa.

SB confirmed that she will register for Lloyds bank online view only facility.

6. Hall facilities/ equipment.

a) Disabled toilet

PD has spoken to John Lock who has suggested he may be able to do the work during September/ October. PD to request a more precise start date and estimate of time works will take to complete. PD to liaise with Ken Dykes to identify most suitable time to suit hall activities.

b) Kitchen water boiler

KD reports that no replacements of a size to fit have been found. He suggests that we manage with what we have until the kitchen can be refitted hopefully in 2019.

c) Bookshelves/filing cabinets

Bookshelves will need to be moved due to disabled toilet works. Parish Council to be asked whether contents of filing cabinets may be stored either in archive cupboard or loft. Hall records could also either be disposed of or similarly stored in loft. With removal of filing cabinets, space would be available for possible alternative bookshelf location.

7. Hall maintenance issues

Thanks were offered to KD, SV and Luke for moss clearance work in the car park undertaken recently. Another working party will take place Saturday 26<sup>th</sup> May at 2.30pm to complete the work. Hedge trimming to be completed before fair. RH to confirm extent of moss clearing work by the church.

8. Hall activities/fundraising

a) Fair review

**Programme**

Following discussion it was agreed to print 150 copies at cost of £42.45. SV has obtained sponsorship which will provide £20 towards cost.

Reference to lucky programme with prize of lunch at Masons to be added to front cover.

Masons Arms have requested note be added to confirm availability of drinks from the pub.

**Show layout**

RH confirmed use of field has been agreed with Stanburys.

Alternative wet weather plan has been prepared. Dog show will continue in field whatever the weather. PD/SV to email plans to team for further comment.

### **Stall holders**

Tombola – WS

Wack the Rat – Alison and Craig

SB to act as float

Francis has offered to help with tombola and/or teas

Bric-a-brac – Lynne and Corinna

WS has other stall helpers in hand.

### **Visiting stall holders**

Cider bar – will provide variety of drinks.

Ice cream – will offer 15% of takings. TF requested contact details.

R. Reed - £10 stall charge plus donation from profits

BBQ in hand by JFB.

Dog show will require use of hall gazebo.

3 other hall gazebos required for visiting stall holders. Others will bring their own.

### **Road closure**

TN confirmed road closure is in hand. She will be organising attendance at course which will be paid for by hall committee.

Masons staff will park beside pub and leave via East Knowstone exit.

Stall holders to be told to arrive no later than 11.30am and park cars in car park by 12.00.

Zone for disabled parking to be provided close to entrance.

RH and Ed to be on car control.

### **Competitions**

Dog show competitors to be provided with numbers.

Possible classic car show to be located in road opposite Masons. Review of space available to be made on site.

### **BBQ**

In hand by JFB. Extended menu will be offered.

SV to add note on programme with thanks to Willmetts and Stanburys for use of fields.

#### b) Other events planned

i) Beetle Drive Sat. 19<sup>th</sup> May @ 7.00pm

WS has in hand

ii) Afternoon tea – Thursday 7<sup>th</sup> June

TN has in hand

iii) Movie nights

Masons happy to continue with the meal deals with new price of

£16.50 (£12 to Masons & £4.50 to hall). Masons requested knowledge

of films in advance and propose 3 sittings rather than 2 – total of 40 places.

Dates: Nov. 8<sup>th</sup>, Dec 6<sup>th</sup>, Jan 10<sup>th</sup> 2019, Feb. 7<sup>th</sup> and Mar. 7<sup>th</sup>.

TN to arrange meeting with Michelle and Tim Browse to learn technicalities.

9. AOB

1. PD offered donation of drinks for use as prizes at future events. These were accepted and to be stored in loft.
2. PD requested committee consider installation of second LPG gas tank beside existing to provide supply for the Old School house. SB to discuss with hall insurers.

10. Next meeting.

The next meeting will be held 7<sup>th</sup> June at 7.30pm to finalise arrangements for the fair.