

## KNOWSTONE PARISH HALL COMMITTEE MEETING

Minutes of Meeting held on 16<sup>th</sup> January, 2018

Present:- Reg Howe (Chairman), Ken Dykes (Vice Chairman), Sheila Bray (Treasurer taking minutes), Phil Dey, Jeremy Filmer-Bennett, Tiffany Nicholson, Cath Whatcott

Apologies:- Wendy Sweet

Minutes of the meeting held on 14<sup>th</sup> November, signed as correct after a minor amend to 8b to correct the amount paid to SB to £14.99 for the extension lead.

**Matters arising:- SB** to print of a supply of the income/receipts, & contact Belinda Hopkins to enquire if she is able to make the curtains for the main hall, also to contact Styles Farm re: ice creams for the Fair. Reminder also to **TN** to contact Luscombe ice creams to ask their terms of business, also to arrange something for the next In Touch magazine re: the Summer Fair, the new contact being Michele Browse, & a report for Wendy Vigus of last years Fair to put on the Website, plus info for the next Fair. The 6 gazebos have been ordered & paid for @ £84.99 each, a reduction of £10 each. The go ahead was given to purchase the small tables which were proving popular at the coffee mornings.

Minutes of the meeting held on 5<sup>th</sup> December, where signed as correct.

**Matters arising:-** An alteration to the meeting date 11<sup>th</sup> Dec. as this will be the date for the Bingo, the meeting will now be 4<sup>th</sup> Dec. The date for the Carol Service will be Sun. 16<sup>th</sup> Dec.

**RH** to ask Ken Hildrew to judge the art & crafts at the Summer Fair.

**SB** to check if WS has contacted the judge for the cookery

### 6 Finance Report

**SB** to check with Buckingham's re the bill for installing the defibrillator, as to whether it includes an item for the Church & then pay if correct.

**SB** to pay Exmoor heating re: call out to check gas fault.

**SB** circulated a list of all financial records to date.

### 7 RWE UPDATE

*(I was planning to put a list of the things on the next application, but in the light of the recent communication from RWE it seems a bit pointless!!)*

### 8 MAINTENANCE ISSUES

**SB** to contact Kenny Knowles re hand drier in ladies cloakroom, which seems to blow out cold air.

### 9 HALL ACTIVITIES

The next coffee morning - 7<sup>th</sup> Feb. Film Night 8<sup>th</sup> Feb. showing Sully. The arrangements for **TN** to attend the Chapter 8 training are underway. Arrangements for the indoor Market/Table top 31<sup>st</sup> March are underway.

### 10 HALL MEETING DATES

See Matters arising above.

### 11 ARRANGEMENTS FOR FUNERAL 19TH JAN.

**RH** asked for help to set up hall for above, **JFB & KD** will help.

## **12 DANCE DATES**

**JFB & TN** will organise dance 11<sup>th</sup> March as WV is now not able.

## **AOB**

A kitchen audit needs to be arranged to list items required for the kitchen to be fully stocked & to include glass requirements.

PCC to clear back of the Church of unwanted Christmas Fair items and sort items left in Hall store room & put surplus in table top 31<sup>st</sup> March or Summer Fair.

Next Meeting 22<sup>nd</sup> February.