

## KNOWSTONE PARISH HALL COMMITTEE MEETING

Minutes of Meeting held on 19<sup>th</sup> April 2016 @ 7.30pm

**Present:** Tiffany Nicholson (Chair) - part, Sheila Bray, Wendy Vigus, Ian Brooks, Phil Dey, Ken Dykes, Andrew Bere, Rosie Bere, Wendy Sweet

**1. Apologies:** Chris Dey, Reg Howe, Jeremy Filmer-Bennett

**2. Approve minutes / 3. Matters arising from minutes:**

Minutes from 09.02.16 and 08.03.16 were reviewed and approved.

TN is to put a link to the new Knowstone website on her business page (Rosemary Cottage). Agreed that this should be reciprocated on the Knowstone website. TN felt that the photos of the interior of the hall on the website were blurry. WV is to check quality.

**4. Correspondence:**

WV stated that a letter from NDDC had been received stating that discretionary rate relief had been awarded. Letter passed to SB for filing.

Building regulations certificate of compliance received from Elecsa which covers the installation of the solar panels. WV is to file.

WV stated that a letter had been sent to NDDC regarding the planning application at Enfield House.

**5. Finance report:**

After discussion it was agreed to simplify the hall tariff summary sheet. All agreed to have details of three charges only 1) Full day hire for functions including set up the day before 2) Main hall hire £7 per hour 3) Committee room hire £5 per hour. All agreed that use of both the committee room and main hall would therefore cost £12 per hour. All agreed that the reference to whist drives should be removed as they occur less frequently nowadays. It was agreed that the notes on the tariff sheet should state that a deposit is required for a function, that hire of the main hall and / or committee room includes use of the hall and electricity and that there is a 10% discount for parishioners. The reference to 'per hour or part thereof' should be reworded for greater clarity. WV is to revise and distribute for approval.

SB provided a summary of incomings and outgoings for the period of 12.02.16 – 08.04.16. Outgoings totalled £1034.01 and incomings totalled £1447.58. SB stated that the incomings included £650 raised by the Dance Club for the Parish defibrillator (banked with Parish Hall as the Dance Club does not have a bank account). All approved SB's proposal to put the £650 and money used from the ring-fenced children's fund into the savings account.

All agreed to accept a proposal from EDF to raise the monthly electricity bill from £106 to £142. SB is to supply a meter reading.

SB detailed that the process of changing signatories is still in progress. £59 was paid to PD for purchase of the key safe.

**6. Committee issues**

SB proposed that those organising events such as the film night become co-opted members of the committee to safeguard them, particularly in the event of financial loss. After much discussion

it was agreed that the film night is being run on behalf of the Parish Hall therefore the Parish Hall would cover any losses. There was some feeling that this rule should apply to all non-committee members running events to raise funds for the Parish Hall. Generally it was not felt that those helping organising events such as the film night should become co-opted committee members.

*NB: Subsequent discussion post the meeting suggests that this issue needs to be on the next agenda for full committee approval.*

The committee member contact list had minor changes. CD and TN are to be shown as the Garden Club representatives. JFB is to be added to the list. WV is to amend and recirculate.

The job descriptions for the individual committee roles were approved without amends. KD suggested that the role of publicity officer be shared between himself and WV. Thanks were given to WV for devising the job descriptions.

## **7. Hall facilities / equipment**

PD stated that the key safe has been installed. KD is to source a door key either from Cathy Gregory or John Stanbury and is to have a new cupboard key cut. PD is to retain all paperwork and will change the keycode on a monthly basis.

Issue of disabled toilets is to be added to the next agenda.

KD noted that the inventory has been updated following a donation of glasses from RH. Thanks were given to Reg and Copper Howe for their donation.

## **8. Hall maintenance**

WV stated that the hall window has been replaced. KD noted that the sliding slate on the roof needs to be secured. TN to talk to John Locke. KD is to approach Mrs S Thompson to see if she is fit enough to resume cleaning the hall.

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

KD outlined the new bookings as 5<sup>th</sup> May Police Commissioners Election, 23<sup>rd</sup> June EU referendum, 1<sup>st</sup> July Children's Party, 2<sup>nd</sup> July PAWS event, 20<sup>th</sup> July Devon Doctors, 22<sup>nd</sup> July quiz night (not in aid of Hall).

KD is to remind the Garden Club to book the hall before advertising events.

WV outlined that after the April film night there is likely to be a break until November.

TN outlined a proposal to hold a Spring Fling dance on 14<sup>th</sup> May in aid of the hall. TN is to provide more details.

Details for Hobby Horse race night on 18<sup>th</sup> June were discussed. WV is to organise a license for the bar. WS and TN offered help with the bar if KD is away on holiday. Agreed on £2 entry and £1 for under 16's, to relocate the bar / finish line, to suggest people wear hats given it is Ascot week and to delete the children's race. KD is to advertise event in local press. WV is to source help with tote.

WV detailed that JFB is still pursuing the idea of a wine tasting evening and will feedback at the next meeting. All other fundraising ideas are also to be revisited.

## **10. RWE community fund**

IB outlined that an update on the community fund will be provided at the Annual Parish meeting on 24<sup>th</sup> May. Applying for money is to be discussed at the next meeting.

## **11. Publicity**

WV stated that Knowstone Parish Hall section of the new website is up and running but is a work in progress and that it will take time to populate all sections. IB raised a concern over marrying up the paper and electronic bookings. This will be taken into consideration when an electronic booking system is operational.

KD noted that he was asked for details as to how many vehicles can be parked in the Hall car park. All agreed not to highlight this on the website as it is not a selling point. Issue of whether parking spaces should be marked will be added to the next agenda.

## **12. AOB**

None

## **13. Agenda items for next meeting**

- Hobby Horse race night update
- Hall funding any events organised by non-committee members (if loss making)
- Wishlist for community fund application
- Disabled toilets
- Progress of other fundraising ideas (from March 2016 meeting)
- Marking car parking spaces

## **14. Date and time of next meeting**

Tuesday 31<sup>st</sup> May at 7.30pm.

**Meeting closed at 9.30pm**