

## **KNOWSTONE PARISH HALL COMMITTEE MEETING**

**Minutes of Meeting held on 10<sup>th</sup> January 2017 @ 7.30pm**

**Present:** Ken Dykes (Vice Chairman), Sheila Bray (Treasurer), Wendy Vigus (Secretary), Jeremy Filmer-Bennett, Tiffany Nicholson, Phil Dey (part), Chris Dey (part)

**1. Apologies:** Reg Howe

**2. Approve minutes:**

Minutes from 08.11.16 were agreed with one clarification to the finance section (pt 6). Art class has paid £348 for 12 months and £9 has been received from the Moors Management Association which equals £357. Minutes were subsequently signed as a true record of proceedings.

**3. Matters arising from minutes:**

- Slipping slate remains unresolved. WV to ask RH if he has contacted Jim Westacott.
- SB has yet to progress the pothole issue.
- SB has spoken to the electrician about PAT testing and will chase.
- TN to display a certificate in the hall regards amount raised at Macmillan Coffee Morning.

Committee agreed to discuss issues relating to PD as he needed to leave the meeting early.

- PD handed example street maps to TN as reference for Summer Fair preparation.
- PD still awaiting quotes from Alan Setherton and John Locke regards disabled toilets.
- PD agreed to find out the internal measurements of the hall (individual rooms) and to pass information to SB for use when sourcing new insurance quotes and for WV to put on website.

Phil Dey left meeting.

- KD stated that the garden tidy up has been completed and briefly detailed what is done and why (cutting back all overgrown plants around hall to ensure it is tidy and safe).
- Christmas Bingo felt to be very successful with no issue over prizes this year. WV confirmed that letters have been sent to those non committee members who provided dinner boxes.
- TN confirmed that she would be running the first games night on February 2<sup>nd</sup>.

**4. Correspondence:**

WV confirmed that she has contacted Anthony Blake (Charity Commission) who advised on how to amend the constitution. To be revisited at AGM.

WV confirmed that KD will be the dance club representative on the committee. TN stated that she will be the Garden Club representative. RH is to be asked to confirm the PCC representative and WV will chase the KPC for their representative.

WV confirmed that she had delivered the thank you card and present to Rosie and Andy Bere.

Chris Dey joined the meeting.

**5. Finance report:**

SB detailed the income and outgoings since the last meeting (08.11.16).

<u>Income</u>	
£102.73	Hall hire
£40.00	Donation (funeral)
£120.00	PCC annual payment
£113.10	Dance 29/10/16
£213.00	Quiz
£114.51	Dance 26/11/16
£122.85	Film Night
£212.75	Bingo
£50.00	Return of bingo expenses
£7.00	Hall hire (badminton)
£101.60	Dance 17/12/16
£94.00	Hall hire
<b>£1291.54</b>	<b>TOTAL</b>

<u>Outgoing</u>	
£50.00	Bingo expenses
£68.00	Hall cleaning December
£78.00	Exmoor Heating Service
<b>£196.00</b>	<b>TOTAL</b>

*Following the meeting SB confirmed that a FIT payment of £306.15 had been received on 18<sup>th</sup> November and should be added to the income total.*

KD handed over £7 for hall hire (badminton), £10.00 extra income from a dance and £61 donated by Mr and Mrs Smith from their Wednesday Keep Fit club (now folded). Mrs Smith had suggested that the money be used for a fitness related purchase. SB is to ring-fence the money.

SB is to source new insurance quotes as the current five year contract is coming to an end. TN noted that the insurance needs to continue covering outdoor events such as the Summer Fair.

KD relayed that Mr Tim Browse visited the hall with a Good Energy representative to read the meter. The representative felt that there should be a number on the meter. TN is to follow this up.

## **6. RWE community fund update and wishlist**

KD confirmed that the KPC are to vote on matched funding at their next committee meeting. KD will then submit a Stage Two application to the RWE community fund by the 24<sup>th</sup> February deadline. KD agreed to try to circulate the application form before submission.

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

The new dishwasher was discussed with conflicting views on whether a commercial or domestic dishwasher is required. All agreed to accept SB's kind donation of a second-hand domestic dishwasher to replace the current, broken, commercial dishwasher and to review feedback at future meetings. SB and TN are to work together on organising installation. All agreed that the new commercial dishwasher currently part of the Stage Two RWE application could be replaced by a pool table.

TN outlined her wish to replace the current crockery with new (potentially branded) cups and mugs. All apart from TN voted that this was not a priority item for the hall and would not be included in the RWE application. TN is to source costs for future discussions. All to bear in mind purchasing mugs for special occasions.

WV asked that PD let Tim and Michele Browse and John Stanbury know when the key code is changed as they are 'regular' hall users. All agreed that PD will change code on a less frequent basis. Quarterly or six monthly was deemed adequate.

KD detailed that he had spoken to Richard and Laura Stanbury about making a wooden hall sign to hang on Mr and Mrs Dey's railings. There would be no charge to the hall and all were very happy to proceed with this.

## **8. Hall maintenance**

KD confirmed that the downpipes are blocked and need to be looked at when the bargeboards are repaired.

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

### a) Progress of events planned for 2017

TN is preparing the minutes from the Summer Fair meeting which took place on 28<sup>th</sup> November. TN has already recruited people to oversee certain activities and has made progress on the actions. TN has yet to meet with Masons Arms. All agreed that a separate committee meeting would be scheduled to progress the event further.

No update on the St George's Day event (23<sup>rd</sup> April). CD is to talk to Christine Watson.

Next film night is to take place on 26<sup>th</sup> January (Dad's Army).

WV is to ask Mr and Mrs Bere to confirm the type of drinks they would like at their 14<sup>th</sup> October event.

### b) New bookings

Two film nights have been provisionally scheduled for 23<sup>rd</sup> February and 30<sup>th</sup> March.

### c) Dance dates

October dance has been cancelled and rescheduled for 4<sup>th</sup> November. WV is to remind all committee members which dances they will be covering in 2017.

### d) Other ideas

WS, CD and TN are to run a Coffee Morning on Wednesday 22<sup>nd</sup> February to replace the Tuesday coffee mornings previously run by Mr and Mrs Smith. KD to advertise in press. Fliers to be produced. Future coffee mornings dependent on success of February event.

WV is to re-circulate the ideas generated from the public questionnaires sent out in 2015.

Date for another Hobby Horse night agreed as 15<sup>th</sup> July.

TN is to ask Ian Brooks if he could be quizmaster at a quiz on 17<sup>th</sup> March.

## **10. Publicity / website**

No updates.

## **11. AOB**

SB detailed a request from a parishioner for an info sheet showing key points of contact for the Parish Hall and KPC. SB is to draft an example and circulate to the committee for review.

WV is to circulate the committee meeting dates for the rest of the year.

KD stressed that new committee members are needed. All are to consider and approach potential new recruits.

**12. Date and time of next meeting**

Tuesday 7<sup>th</sup> March at 7.30pm

**Meeting closed at 9.15pm**

*NB: Following the meeting the Christmas decorations were speedily taken down.*