

KNOWSTONE PARISH HALL COMMITTEE MEETING

Minutes of Meeting held on 8th November 2016 @ 8.10pm

Present: Reg Howe, Sheila Bray, Wendy Vigus, Phil Dey, Jeremy Filmer-Bennett, Tiffany Nicholson, Ken Dykes

1. Election of committee members

RH happy to remain as Chairman. There were no other nominations. JFB proposed RH, TN seconded and all agreed.

KD wished to stand for the vice chairman role. TN did not contest position and there being no other nominations, SB proposed KD, RH seconded and all agreed.

WV happy to remain as Secretary. There were no other nominations. RH proposed WV, SB seconded and all agreed.

SB happy to remain as Treasurer. There were no other nominations. PD proposed SB, TN seconded and all agreed.

2. Apologies: Wendy Sweet, Chris Dey, Christine Watson

3. Approve minutes:

Minutes from 06.09.16 were agreed with one minor change to item 8. Reworded to clarify that the male toilets would become unisex disabled toilets and that the female toilets would remain unchanged. JFB proposed to accept minutes and SB seconded.

4. Matters arising from minutes:

- RH will recontact Jim Westacott about the slipping slate.
- All agreed there were no issues with the hall cleaning.
- Wine tasting evening had been well attended.
- RH updated all on RWE being sold to Black Rock (investment company).
- SB noted that the PAT test is still outstanding. KD is chasing potential dates with electrician.
- Noted that CPR awareness day generated enough attendees to make event worthwhile.
- Noted that Masons Arms are fully booked for the Film Night meal deal on 24th November.
- TN to ask John and Olwen Smith if their coffee mornings are continuing in 2017.
- KD clarified that if people do not ask for events to be published in the South Molton News then it is not submitted. RH has spoken to Nicola Thompson at In Touch about SMN.
- TN confirmed that the Macmillan coffee morning raised £122.27 and is trying to sort a poster to display in the hall.
- RH is to find out if the church wishes to run a dance on 14th January and then again later in the year. SB offered her assistance with running this dance.
- RH is to approach Mr and Mrs Paddy King-Fretts regards giving a joint talk in the hall.

5. Correspondence:

WV confirmed that a business rates letter has been received from the Valuation Office Agency. This stated that the total area of the hall is 113.24 (m²/unit) and that the current rate is £1575 which will rise to £2950 in April 2017. SB noted that we do not currently pay business rates although this is discretionary on a yearly basis. All hoped it would be the same in 2017 and the letter was filed for reference.

6. Finance report:

SB noted that the Art Class has now paid the 12 months in arrears, a total of £348. £9 received from Moors Management Association for hall hire.

SB and RH are to check if the PCC have given their annual payment of £120 to the Parish Hall.
Post meeting note: RH confirmed that the PCC would be paying £120 for 2016 hall hire.

Other income included £94 and £98 for two dances and £273.26 from the wine tasting evening. TN handed over £10 for hire of the hall for her Macmillan coffee morning.

SB stated that the Calor Gas tank top-up and rental has been paid totalling £237.22.

Following a query from RH, SB stated that the hall is not VAT registered.

7. Quiz Night 12.11.16 update

KD and PD are happy to help IB with set up at 2pm on Saturday. KD stated that there are plenty of raffle books to use. WV reminded all committee members to provide raffle prizes. CD and WV will take money and sell raffle tickets. SB is to provide float.

8. RWE community fund update and wishlist

KD and RH updated all on the RWE community fund and the meeting they attended to ascertain how to apply for grants. They stated that the application window is now open. As such, KD has already submitted an application for £5432.28 for improving fixtures and fittings in hall. TN and WV felt that the process of prioritising the wishlist and finalising an application had not been agreed as a committee (as detailed in the last committee meeting). KD and RH outlined that urgency had been stressed at the RWE meeting and it was deemed necessary to submit an application asap. KD stressed that everything pertinent on the wishlist had been included and that there is scope to differ slightly from the specifics if the grant is successful (e.g. purchasing a different type of dishwasher). KD agreed to circulate the wishlist and the completed application form to all committee members (*action completed 09/11/16*).

KD outlined a second proposal for building works to enhance the hall including repairing toilets, sagging roof, barge boards. TN detailed informal conversations she had had with Mike Smith, Chairman of Knowstone PC where it was suggested that the hall could apply for money from the PC funds to pay for such enhancements (with a figure of c. £5000 being mentioned). KD and RH are to formalise a proposal to present at the next KPC meeting on 15th November. RH is to arrange a meeting with Mike Smith in the next few days to discuss the issue further.

KD stated that Matt Gregory is looking into the issue of Wi-Fi.

TN outlined that the KPC are looking to make faster broadband a focus of their application to the RWE community fund and that the KPC would like support for their application from the local community. WV is to write a letter of support.

9. Hall facilities / equipment

PD has given his plans for the creation of disabled toilets to John Locke in order to provide a quote. JFB and RH are to provide details of other potential builders who could also quote.

KD requested that all committee members who use the hall remember to tidy up properly after their event.

10. Hall maintenance

Garden tidy up is outstanding and will take place on Saturday 26th November at 10am followed by decorating the hall for Christmas. All committee members were asked to help with these two activities. RH is to contact John Stanbury regards disposal of any waste garden material.

SB is to contact Mr Penfold and Alan Dart to provide quotes for filling potholes on the driveway.

11. Hall activities / fundraising

a) Progress of events planned for 2016 / 2017

WV briefly detailed the requirements for the Christmas bingo. JFB mentioned a fish 'n' chip van. Generally felt it was a good idea for events other than the bingo. KD, TN, PD, RH, SB and JFB all volunteered to provide a Christmas dinner box. WV is to sort the rest of the prizes and the remaining volunteers for the other four bingo boxes.

A separate meeting was scheduled to discuss plans for the Summer Fair. Meeting will take place at 7pm on Monday 28th November.

b) New bookings

KD has booked the hall for 3rd February to celebrate his birthday. Dance club sessions booked for all of next year. DCC elections booked for 4th May.

WV detailed that Rosie and Andy Bere have booked the hall for 14th October for a silver wedding party. WV is to write a letter accepting their offer for the hall to run the bar and keep the profits plus the donation of a third of any money gifted to them on the night. JFB offered to run the bar. WV is to sort the TENs license. All agreed that they would not charge the Beres for hall hire.

c) Dance dates

No additional discussion.

d) Other ideas

TN would like to hold a Games Night on a monthly basis throughout the winter. TN was very keen to start this from Thursday 1st December (and then subsequent first Thursdays of the month). Following discussion amongst the committee, who were concerned about publicity and generating an audience in a short period of time, it was agreed to go ahead with TN covering hall hire if not enough people attend.

RH suggested a Vamps and Tramps themed party which will be added to the list of possible future ideas.

12. Publicity

WV mentioned that 'how to find the hall' has been added to the website.

13. Date and time of next meeting

Monday 28th November 2016 at 7pm Summer Fair meeting.
Tuesday 10th January at 7.30pm committee meeting

Meeting closed at 10.15pm