

KNOWSTONE PARISH HALL COMMITTEE MEETING
Minutes of Meeting held on 14th November 2017

Present: Reg Howe (Chairman), Ken Dykes (Vice Chairman), Sheila Bray (Treasurer), Phil Dey, Jeremy Filmer-Bennett, Tiffany Nicholson, Wendy Sweet (taking minutes), Cath Whatcott, D Morgans (observing), H Whitman (observing)

1. **Apologies** - none
2. **Approval of 14.09.17 minutes** - subject to a small amendment to item 3 to read "RH to ask Rose Ash Hall .." the minutes were approved as a true record of the meeting held on 14th September 2017, JFB proposed; SB seconded.
3. **Matters arising from minutes** (not covered elsewhere on agenda)
Reference item 7, KD explained that he had not drawn up a list of things to purchase with left over money as there had been a miscalculation and all the grant money had been spent.
4. **Correspondence**
 - (i) A letter from In Touch re. renewal of the Hall's advert had been received. This had been dealt with and a cheque sent. Letter passed to SB to keep with accounts records.
 - (ii) KN had received a letter dated 9.11.17 from Devon Community Foundation advising the Parish Hall Trust that it had been awarded a grant of £3547.00. He read out the full terms and conditions (which included that money has to be spent within 12 months; not allowed to use the grant money for any other purpose; a photo of what has been purchased has to be taken and sent to DCF). A declaration has to be signed on behalf of the Hall and sent back; after which the money will be released.
5. **Finance report**
 - (a) **Income/outgoings summary** SB said that she had not yet banked the Hobby Horse money as there was £10 still outstanding from J Poole for sponsorship. RH said he would contact Jono to ask for it. SB also thought that the Garden Club had not paid for its stall at the Summer Fair. TN will check this with them the following evening at Garden Club.
The following amounts had recently been banked:
£447.50 - 2 coffee mornings & PD's share of tarmacking costs
£206.00 – Dance in October
£130.00 – donation from Rosie & Andrew Bere
A payment of £312.00 had been made for plans for disabled toilet.
PD had an invoice from NDC for a total of £354.00 of which £120 was the plan fee which is payable now; £234 is the inspection fee which is to be paid once work is in progress. Approval will come through fairly quickly once the plan fee has been paid. There will additional costs involved in relation to the disabled toilet due to the requirement of a beam.

An invoice has been received from WH Buckingham for £290.45 for fitting the defibrillator. There was some discussion about whether this should be paid by the Hall or the Parish Council. It was suggested that the money raised at the Beetle drive for the defibrillator could be used but at the last Parish Hall meeting it had been stated that this would be passed to KPC to pay for the cabinet which houses the defib & this had been reported at the subsequent Parish Council meeting. SB thought that money given to the Hall could not be handed over to a third party. This needs to be clarified.
 - (b) Additional income handed over at meeting – £26.50 from the last coffee morning.
 - (c) SB has produced a form for completion by committee members when organising various events in the hall, giving details of takings and expenses etc. to be handed to SB with money from the event. A supply of forms to be produced and left in the hall.

6. **RWE community fund update/hall facilities & equipment**

KD reported that there was a problem with getting hold of Maureen Fox who is supposed to be making the curtains. He had been trying to contact her for the past month. It was decided to give it another weeks and if still not heard from her then go elsewhere. It was suggested that Belinda Hopkins could be approached. As the committee room has standard sized windows it might be possible to buy readymade curtains (which would have to be thermal and fire retardant). TN & PD will measure up & TN will look for them in Dunelm.

The gazebos @ £89 were still available and KD would ring ebay to see if they would accept a cheque. It was agreed to go for a 8m long adult tug of war rope.

KD asked WS to ask Ray if he could source suitable loud speakers for £330 that were not too heavy and could be wall mounted.

The small tables would be ordered and 100 white dinner plates. The latter provoked a discussion on whether we should wait until all the kitchen contents were overhauled to see exactly what there is and a coherent plan drawn up as to what is required before ordering the plates. It was agreed that this should be done.

It was pointed out that the current kettle is very slow to boil and that some people using the hall were bringing their own to use. It was agreed that SB would buy a new kettle to replace the existing one.

JFB mentioned for future discussion the possible purchase of a lockable cupboard/bar. This needs to be looked into in more detail including licencing requirements in order to be legal. He also said it would be good to have a commercial dishwasher or glass washer.

7. **Hall maintenance issues**

- a. Boiler – KD confirmed that the heating was now working efficiently.
- b. Failed double glazing unit – one panel in the hall; only noticeable when the sun is shining. It was decided no action required at the moment.

8. **Hall activities / fundraising**

- a. **Feedback on recent events** – Hobby Horse night had been a good event although numbers attending had been lower than hoped. Posters advertising the event had been late going up. It was felt that for future events the parish should be divided up between committee members whose responsibility it would be to make sure everyone knew about a planned event. Also important to give people advance notice and to produce a calendar of events for the whole year. Events are usually well advertised in In Touch and local newspapers. PD suggested that a banner could be put on his fence to advertise different events and he will get some quotes from Printworkx in South Molton.

Coffee mornings – at the request of a couple of regular attendees to have the coffee morning on the same day each month, it was decided that these should take place on the second Wednesday each month starting in January 2018. **Post meeting note – this clashes with East Anstey's coffee mornings so needs to be re-thought – perhaps the first Wednesday each month (but not in January as too close to New Year)?**

b. **Progress of events planned for 2017**

- i. **Film nights** Michelle and Tim will be checking the equipment the following day as there had been problems with the sound at the recent CPR training. SB handed KD an extension lead which would be needed and asked that she is reimbursed £14.00 for it.

- ii. **Bingo** RH went through the notes supplied by Wendy Vigus and the following were agreed/noted:

Joint event with the church.

Roger Bucknell who previously bought the bingo sheets and sold them on the night unable to do so this year. WS said she was happy to buy the sheets. She will contact Roger to find out where he bought them etc. Cost in 2016 was £3.50 for 10 games & £1.50 for flier. **Post meeting note – Roger said that it was felt by people attending last year that this was very cheap so should we revise these prices for this year?**

WS & CW will sell the sheets in the hall lobby as people come in.

Tea & biscuits served at half time – usually organised by the PCC.

Raffle prizes needed – Christine Watson/Roger Allen have donated in the past. TN & Copper will oversee the raffle on the night. Last year WS sourced some prizes from Sainsburys (as donations) & will try to do so again; JPB will approach Tesco's.

Posters need to go ASAP and fliers also distributed. WS will print & laminate about a dozen posters which Reg will put up on the cattle grid uprights on the outer moor. All members to put up posters when they are out & about in South Molton, Dulverton etc. KD said he would put up a sign at the bottom of the hall drive.

SB will sort out float for raffle & bingo books.

KD will check people's books on the night & he confirmed that Mike Devine was happy to assist again this year.

Anthony Vigus is available to be the bingo caller again this year.

Money is usually counted on the night & split between the hall and the church.

Christmas boxes Ten are needed & each person will be given £5 towards it by SB.

Boxes as follows (based on previous year's donors):

1. Sheila
2. Ken & Carol Dykes
3. Chris & Phil Dey
4. Tiff
5. Louise and Mary Payne (WS will ask)
6. John & Rosemary Stanbury (RH will ask John)
7. Reg & Copper
8. Jeremy
9. Rosie & Andrew Bere (SB will ask)
10. Wendy V

WS said that if someone dropped out she could ask Bev Costerton who had previously offered to donate a box and/or she would donate one.

Good to encourage people who are not on the committee to donate a box as it encourages them to attend the event.

The format for each game is: Initial prize (for 1 line) box of biscuits or sweet
Next prize (for 2 lines) bottle of wine (using bottles left over from bar at Race Night)
Prize for full house: Christmas Dinner box

The flier is used at the end of the night with prizes as follows:

Initial prize (for 1 line) Quality box of chocs

Next prize (for 2 lines) bottle of something nice

Prize for full house: Turkey

If two people shout, the prizes are needed for the loser of the card cut. This is usually a packet of biscuits worth less than £1.

The turkey has been ordered from David Mair & will need to be collected & paid for on the day (approx. £30). SB said that Alan would pick it up.

TN agreed to buy the prizes needed as follows:

- 10 x sweets or biscuits @ £2.50 - £3
- 1 x box of chocolates / sweets @ £4
- 1 x bottle (e.g. Port / Prosecco) @ £7
- 10 packs of biscuits / sweets for c. 75p
- 5 x prizes for children worth £1 each (just in case – can be kept for next year if not used)

A gift will be given to Anthony for doing the calling (possibly beer rather than wine).

- c. **New bookings** KD reported that there had been no new bookings but unfortunately he had received two cancellations – Keep Fit and the Art Group
- d. **Allocation of dance dates** KD went through the list of dance dates & all were filled by various committee members.
- e. **Other ideas** JFB had circulated a list of ideas previously. These ideas to be looked at the Fair meeting to be held before Christmas time permitting; failing that at January's meeting.

9. **Publicity** It was pointed out that events in other villages, eg George Nympton are advertised on 3 large boards on a verge on the road going out of South Molton. This is something Knowstone should be doing. We can apply to Highways to put up signs on main road. In connection with the Summer Fair JFB said he has up to date information about road closures and Chapter 8 training and will pass this on to TN who said she was willing to undertake the training.

10. **Setting of meeting dates for 2017 – 2018** will be done at **Summer Fair meeting** which will take place on **Tuesday 5th December** at 7.30 p.m.

11. **Election of Chairman/Vice Chairman/Treasurer/Secretary.**

Reg Howe – Chairman, proposed by KD, seconded JFB, all agreed

Ken Dykes – Vice Chairman, proposed by RH, seconded by TN

Sheila Bray – Treasurer, proposed by RH, seconded by TN

No one was willing to put themselves forward as secretary. WS will ask Laura Stanbury if she would be interested in coming onto the committee/take on role as secretary.

12. **AOB**

- PD will change code to key box as the number has been given out at lot recently;
- Some items left over from the recent Yard Sale have been donated to the church for the Christmas Fayre and had been put in the store room;
- SB showed a poster for next year's Village Fair which Stephen had mocked up which was excellent.

The meeting closed at 9.50 p.m.