

KNOWSTONE PARISH HALL COMMITTEE MEETING

Minutes of Meeting held on 6th September 2016 @ 7.30pm

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

1. Apologies: Ken Dykes, Christine Watson, Ian Brooks, Andrew Bere, Rosie Bere

2. Approve minutes:

Minutes from 19.07.16 were reviewed. WS proposed to accept minutes and JFB seconded.

3. Matters arising from minutes:

- RH has contacted Jim Westacott about the slipping slate. Will look at in next few weeks.
- RH confirmed that WV is Parish Website administrator. WS is responsible for PCC section.
- RH detailed that the next edition of In Touch will have information on dance dates, film night, CPR training and wine tasting.
- JFB has sent a list of local businesses to WV (for publicity purposes).
- RH has spoken to KD about hall cleaning during which KD mentioned that he sweeps the hall after each event. Catherine Omell will be cleaning the hall on a more regular basis as discussed at the last meeting and is booked for 15th September prior to the Harvest Festival.

4. Correspondence:

WV has written to Spencer Stinchcombe to thank him for the donation of £150 following the Paramotor Fly-In held at his premises.

5. Finance report:

SB provided a summary of incomings and outgoings for the period of 01.08.16 to 02.09.16. Outgoings totalled £265 and incomings totalled £850.24. Current account stands at £4,735.68.

SB noted that FIT payment totalled £466.23 which was a good sum and that Tim Browse has submitted another meter reading with payment due 29th October. Income from hall hire was generated from Keep Fit classes and private hire for badminton / quiz night. No additional money was handed over at the meeting.

SB raised the issue of auditing the accounts given that WS is now a committee member. SB is to approach three potential contacts.

6. Wine tasting evening update

JFB provided an update and thanked all for initial publicity. Charlie Cotton is happy to provide bottle of wine for heads / tails competition. He is also considering the committee's request to donate a percentage of any wine sold on the night. JFB is approaching various companies' regards supplying cheese. SB is to continue sourcing lactose free cheese. All agreed to help set up for the event at 2.30pm on 1st October.

7. RWE community fund update and wishlist

Thanks were given to KD for the great work done compiling costings for the wishlist (covering primarily infrastructure repair / structural improvement and furniture). All agreed to email any additions to the wishlist to KD and that the wishlist would be prioritised once the RWE application window is open. RH suggested that this would require a separate meeting which was agreed.

JFB provided a brief update on the RWE community fund committee. Members have been selected but there is nothing in the public domain yet regards who is on the committee or when the application window will open.

8. Hall facilities / equipment

PD presented a proposal for how a disabled toilet could be accommodated within the existing floorspace. This would require the male toilets becoming unisex disabled toilets. All agreed that this was great work and that PD should finalise the drawings and proceed to sourcing quotes.

9. Hall maintenance

SB requested that the fridge is cleaned when Catherine Omell is next at the hall. SB is chasing the PAT and 5 year electrical testing as this is now overdue.

10. Hall activities / fundraising

a) Progress of events planned for 2016 / 2017

RH has advertised the November quiz night in In Touch and details remain as in 2015 (£20 for a table of six or £4 per person on the door, BYO food and drink, raffle and IB as contact). RH is to discuss putting a flier in the next In Touch magazine with Cath Morgan.

RH noted that CPR awareness day is booked for 6th October.

RH confirmed that the next film night is 24th November and is to be run by Tim and Michele.

RH stated that the St George's afternoon tea party is booked for Sunday 23rd April 2017 with Christine Watson being the lead.

TN detailed initial plans for the Summer Fete on 24th June 2017 and specifically the aim to hold it in the village centre. She also stressed the importance of talking to people now about the event and how they might be involved. JFB suggested that TN discuss the event with John and Olwen Smith given they ran the family day in 2015. TN is to explore logistics further specifically 1) ability to close road and cost implications and 2) alternative parking options including for the Masons Arms patrons. SB offered her field as an option for siting the fair (NB: not an option for parking). TN is to discuss the idea with the Masons Arms, Christine Watson and Beverley the local community support officer. CD agreed to assist TN with initial discussions and planning.

TN raised that not all events are listed in the South Molton News. RH is to discuss with KD and Nicola Thompson (responsible for Edgemoor Group of churches).

RH stated that all December and January events will be in the subsequent edition of In Touch.

b) New bookings

TN detailed that she has booked the hall for a Macmillan Cancer Support coffee morning on 30th September. WV confirmed that John and Olwen Smith will not be holding coffee mornings in September and October.

c) Dance dates

WV briefly outlined the logistics of the hall dances to new members of the committee. It was suggested that new members help at dances initially before taking on their own dances to cover.

Dances were initially assigned as follows:

Feb 18 th	KD
Mar 11 th	RH
Mar 25 th	KD
Apr 17 th	KD
May 6 th	WV
June 3 rd	TN / WS
Sept 23 rd	PD/CD
Oct 7 th	SB
Oct 28 th	TN / WS
Dec 23 rd	KD

d) Other ideas

RH has been approached by Paddy King-Fretts and his wife with the idea of giving two talks at the hall (This is the SAS and In Her Majesty's Service). All agreed that RH should pursue the idea further with them.

11. Publicity

Nothing additional to report.

12. AGM

Agreed to start the AGM at 7pm on 8th November and the following committee meeting at 7.30pm. IB to circulate any amendments to the constitution prior to the meeting. WV to post notification of the AGM by 8th October.

13. Date and time of next meeting

Tuesday 8th November at 7pm AGM

Tuesday 8th November at 7.30pm committee meeting

Meeting closed at 9.30pm