

KNOWSTONE PARISH HALL COMMITTEE

MINUTES OF MEETING HELD ON 4th December 2018

Present:

Mr Reg Howe, (Chairman), Mrs S. Bray (Treasurer), Mrs W Sweet, Mr P Dey
Mrs C. Whatcott, Mr K Dykes,

1. Apologies for absence:

Mr J. Filmer-Bennet, Mr S. Vincent.

2. Review and approval of minutes of 4th Sept 2018

Minutes were read and approved.

3. Matters arising

Question was raised as to need for a December film night due to reduced attendance.

Heathcoats invoice for curtains has been received.

Spring market – no bric-a-brac stall to be included. £9 charge per stall to stay. Additional assistant required to help with teas. It was suggested that additional outdoor stalls may be required.

Coffee morning may be changed to Saturday date in Jan 19.

4. Finance

a) Outgoings

J Lock invoice for disabled toilet works of £17346 to be paid.

£100 cheque to be issued to Heathcoats for works to curtains.

b) Income

£56.50 handed to Treasurer

It was confirmed that latest film night produced profit of £80.50 despite bookings at Masons down to 20. (Sarah Dodson has expressed concern that these numbers are not viable for them)

5. Hall facilities/ equipment.

It was agreed that proposed sliding door to kitchen should not be progressed.

J. Lock to be asked to fix loose barge boards.

Bookshelves to be refitted in Committee room with portrait of Queen to be moved to hallway.

Some hall chairs require rubber bungs on feet and others require cleaning.

Catherine to be asked to take this on.

W. Sweet to purchase a number of new Xmas decorations.

A new Xmas tree was suggested.

Date for servicing of boiler to be arranged with Exmoor Heating.

New Wi-Fi hub to be fitted.

6. Hall activities/fundraising

Review of 2018 Fair
2019 date is June 15th

Recorded music to be arranged.

Bideford Morris men unable to attend – alternative to be explored.

Site of fair to be consolidated within hall and car park.

S. Vincent to contact stall holders and potential celebrity to open fair –Dawn French was mentioned!

Separate notification to be issued with next issue of In Touch with a list of planned competitions.

It was agreed to purchase larger gazebos rather than a new marquee.

Publicity – S.Vincent to produce programme with minor modifications from 2018 version to improve readability.

K.Dykes to produce road signs.

It was felt that stall holders had been well briefed last year and that S. Vincent should remain as single point contact for stall holders.

Games to be reviewed.

Dog show to stay in same field with other games eg tug-o-war.

Teddy bear parachutes to be repeated with more announcements during the show.

Programme to have a more diagrammatic map.

Road wardens will need relief – min of 4 people required.

A new location for plate smashing to be found as new house is now occupied.

Risk assessment as last year.

Wendy to prepare stall staffing rota.

Teas for stall holders – discuss quantities per stall with Steve.V

Cake prices to be reviewed. Cakes may be cut in two?

Car park signs required.

Tables with adjustable legs to be considered for use on sloping ground.

DIY ice cream stall suggested

BBQ – by JF-B. Proposed menu to include pulled pork, sausages and burgers.

Different judges required for the Dog show.

7. AOB

8. Next meeting.

The next meeting will be held on Jan 17th at 7.30pm