

Ashwater Parish Hall and Institute

Trustees meeting

17/09/15 at 7.30pm

1. Present

Andrew Stacey (AS), Helen Bone (HB), Letitia Yetman (LY),
John Forward (JF), Andrew Patterson (AP), Bob Griggs (BG),
Terry Darby (TD)

Action

2. Apologies

Ivan Buxton (IB), Colin Vallance (CV), Judith Addicott (JA)

3. Minutes of the meeting of 18/06/15

Accepted as a true record. Proposed AP, Seconded LY

4. Matters Arising

H&S Childproof lock. JF noted that a satisfactory lock had not yet been purchased and suggested that any trustee takes the opportunity to visit Mothercare if they happen to be in Exeter or Plymouth, to examine the locks available and make a purchase if there is a suitable product. Purchasing on-line does not allow proper examination of the item and the lock already tried out has proved to be wholly unsatisfactory.

JF et al

BG reported that the broken chair backs have been taken to the recycling depot.

Football Club car washing will henceforth take place at the club changing room.

LT reported that two springs appear in the car park during heavy rainfall. It was agreed that the trustees will clear out the stone from the slot drains when they have been washed onto the grilles, and the state of the car park finish will be reviewed regularly.

All trustees

BG reported that the proposal to the Village Shop regarding repayment of electricity charges has been agreed and the present arrears of approximately £600 will be paid in due course. Meanwhile an arrangement for monthly invoicing is in operation.

Treasure Hunt was reported as being a great success with a profit of circa £400. A vote of thanks for IB was proposed by HB and seconded by BG, and a general note of thanks to all who contributed to the success of the event.

LY described the Mega draw process whereby the promotion is undertaken by the North Devon Rotarians, but all the proceeds of the ticket sales will go to the hall extension fund. LY asked for the return of monies or unsold tickets as a p and by end October latest.

All trustees

Jack Moon Plaque. It was agreed to use the same format and finish as the plaques currently beside the main entrance. A maximum budget of £100 was agreed and LY will discuss with JAG signs. The agreed wording is:
'This Parish Hall is built on land generously donated by the late Jack Moon of Hazeldene, Ashwater.'

LY

LY reported that the interior painting of the main hall is to proceed in October. Stewart Turner (the decorator) will liaise with BG for 2 clear days when he can hire an appropriate scaffold tower for the highest areas.

ST/BG

Hall floor. It was not known if Mell has given the hall floor an extra deep clean. She has asked for a Karcher window vacuum cleaner and for a mop and bucket on wheels. CV to liaise with Mell to determine precisely what she needs. Meanwhile it was agreed that LY can purchase the Karcher on behalf of the committee for an estimated £75.

CV, LY

Trophy Cabinet. Some further research is required to determine the correct specification and size. This to be discussed with IB.

IB

5. Treasurers report

BG submitted the current accounts for review. BG explained why the accounts show a large deficit at present, the cause being the repayment of arrears to British Gas for electricity which had been incorrectly billed by them. The arrears due from the shop have also affected the figures. British Gas have now and should continue to accept the correct readings given by IB so it is not expected that such a large deficit will occur in the future, therefore the expenditure on electricity in the next financial year will be substantially less

6. Health and Safety

JF reported that Jeff Moon has advised that the electrical inspections and testing are completed and satisfactory. We await the certificate and the completion of some remedial work, and the invoice. JF said that Jeff has been requested to mark out the cable run on the wall behind the proposed key cabinet position, and the inoperative thermostatic display in the ladies toilet. He has also been asked to check if there is a telephone data line installed in

JF

the electrical cabinet, and if not to quote for an installation.

JF noted that a lockable cleaner's cupboard is included in the new extension plan, with appropriate sink and water supply and shelves for chemical storage, so the issue of access by children or other unauthorized persons should be resolved.

7. Internet connection

AP reported that CV has passed the following figures to the Parish Council for their consideration: PC
Broad band service by Plusnet at £10 pm plus £16.99 pm line rental, £6.95 for wireless router and £49.99 set-up fee, this being the best deal currently available.
This will be discussed at the mid October PC meeting and hopefully the PC will confirm their agreement to cover the costs and instruct us to proceed.

JF said that Jeff Moon thought that positioning the router within or above the door to the electrics cupboard, should produce a signal throughout the hall and avoid the need to run anymore trunking. This to be confirmed. JF

8. Grounds maintenance.

CV and LY will meet George Webber to discuss the general and regular grounds maintenance. CV, LY

It was agreed to top and upright the hedges along the roadside and to top off the trees on the car-park perimeter to 300mm above the wire fence. LY will discuss this with Phil Luxton in the first instance. LY

AS will spray off the brambles after the blackberries have finished and before they are trimmed back. AS

It was reported that the PC have agreed to fund the repair / re-setting of loose paving slabs along the route to the Village Shop.

9. Hall extension

JF reported that the specification and schedule of works are nearing completion, and that John Addicott has agreed to price the project in advance of a tender issue so that we can make applications for funding. It was agreed to give JA a bottle of wine as thanks for this. JF noted that it would be sensible to have Jeff Moon as a sub-contractor for the electrical works, so that he is wholly responsible for electrical installation within the Parish Hall, and this was agreed. JF

JF is trying to source an air to air heat pump of the appropriate specification for installation by Jeff Moon within the electrical sub-contract. This should produce around 6kW of heat, far more than is needed for the extension and could contribute to the warmth of the hall on a cold morning.

JF

JF also noted the revised Construction Design Management regulations which will place a responsibility on the trustees for the safety of all concerned during the construction works. JF will research the requirements and provisions accordingly to ensure liabilities are properly covered.

JF

The extension is in a particularly onerous location regarding potential hazards for users of the hall, the village shop and the car park, during the construction.

10. Fundraising

The Halloween Event

HB reported that JA has not yet made any arrangements for this. Wendy Lee (WL) has offered to organize a Pumpkin Party, where children are invited to bring their carved pumpkins along for a competition, and the pumpkins can then all be displayed and illuminated along the verandah. The event would commence at 6pm and include food and drink and family disco with 'spooky food' etc. WL has asked that the bar prices be re-considered particularly the soft drinks which were thought to be expensive by some at the treasure hunt. It was agreed to review these, but not the price of alcoholic drink. It was agreed to form a sub-committee of HB, JA, LY and WL and to let them make the necessary decisions on format, publicity, ticket prices etc. after LY has checked with the school PTA in case they have already arranged an event. JF will ask Brian George if he could compile and manage a suitable disco play-list for both children and adults, but if it is proposed to charge an entry fee then the possibility of engaging a professional disco should be researched.

HB, LY,
WL, JF

Male Voice Choir

LY has approached the Launceston Male Voice Choir and they have Sunday 24 April available, at a fee of £75. The Arscott and Tetcott Ladies Choir could also be asked, which should ensure a substantial audience, though the choirs and associates would number around 60 persons. The choirs require food, so we should make food generally available and LY suggested a ticket price of £6. BG confirmed that our fire certificate will permit a maximum of 150 persons seated. LY to confirm the availability with the LMVC

LY

Coffee Morning

It was agreed that further fund raising is required before Christmas, and a date of 28/11/15 was chosen for a Christmas Coffee morning 10am to 12.00. HB and LY will organize and BG will ask the table tennis club to re-schedule. HB. LY

11. AOB

The photographic society has asked for space to display some of their works, and it was agreed that the long wall of the meeting room could be used. JF will research a proper hanging system rather than permit hooks and pins, which will be smart, flexible and minimize damage to the surface JF

Post meeting note:

To check with PC if they require a blank wall for projection of plans and documents, accessed from TDC website by means of the WiFi Broadband system, at their meetings.

BG said that Stewart Marwood has asked if a removal van could be parked for one night on the hall car park, to facilitate his moving into his house near the village green. It was agreed to permit this on a 'one-off' basis and at 'owner's risk' and the lorry is parked at the top of the car park. BG

BG will purchase and fit a new battery for the meeting room clock BG

BG noted he will be away from October 1st to 19th. CV to be asked if he could take over the bookings diary for this period. BG CV

Meeting concluded at 9.20pm

C. Ballance
17/12/15