

ASHWATER PARISH HALL

MINUTES OF TRUSTEES MEETING – THURSDAY 17 DECEMBER 2015

In attendance – Colin Vallance (Chair), John Forward, Ivan Buxton, Helen Bone, Letitia Yetman, Judith Addicott, Bob Griggs, Andrew Patterson, Terry Darby

Apologies – Rosie Axford

1. DECLARATION OF INTERESTS	Actions
It was confirmed the meeting was quorate and there were no declarations of interest	
2. MINUTES OF MEETING – 17 SEPTEMBER 2015	
The minutes were approved as a correct and accurate record	
3. MATTERS ARISING	
Child proof lock for kitchen – IB will purchase.	IB
Mega Draw – raised £111.00 towards hall extension.	
Jack Moon plaque – LY to discuss with Jag Signs the creation of a plaque in the same format and design as those beside the main entrance. Wording to read ‘This Parish Hall is built on land generously donated by the late Jack Moon of Hazeldene, Ashwater’. Max spend £100.	LY
Hall painting – BG will liaise with Stuart with regard to rearranging painting in February	BG
Trophy cabinet – IB has a number of options, but is still considering others. Committee requested the need for safety glass.	IB
Electrical remedial works – A certificate is still awaited from Jeff Moon following completion of the works. This is needed as a matter of urgency.	JF
WIFI – At present the Parish Council have confirmed that they do not wish to fund the costs of WIFI. It was agreed to hold off installing it ourselves for the time being as the situation with the Parish Council may change.	
Paving slabs – Work to secure the loose paving slabs on the path to the shop have not yet been completed. IB will raise again with the Parish Council.	IB
Halloween Event – Thanks were expressed to all those who organised the successful event which raised £415.95 (towards the hall extension).	
Coffee Morning – Thanks were given to those who organised and donated gifts to the coffee morning which raised £135.50 (towards the hall extension).	
Photo hanging – Thanks to JF for installing the mechanisms for displaying photos in the meeting room. He will source additional rods so that more photos can be hung.	JF

<p>4. Treasurer's Report – BG presented the accounts to December 2015. Income is slightly up for bookings and significantly up on fundraising compared to 2014. The bottom line is £2k ahead of 2014, after transfer of £1,927 to the reserve account towards the hall extension. This was raised through fundraising events and the Mega Draw.</p> <p>The Shop have now settled all outstanding payments.</p> <p>The Parish Council have requested that the room hire for all their bookings throughout the year is invoiced in one go.</p>	
<p>5. Health and Safety – The key cabinet has yet to be moved. BG will source an electric cable tester so that installation can be completed safely.</p> <p>JF will source new handles for the electric cupboard to prevent the damage which keeps occurring to the cupboard key.</p> <p>The fire exit sign which has fallen down is to be fixed back in place.</p> <p>JF and IB will carry out a fire alarm test.</p>	<p>BG</p> <p>JF</p> <p>IB</p> <p>JF/IB</p>
<p>6. Grounds maintenance – BG has confirmed with the grass cutting contractor that we will pay £23.00 per cut. A contract is agreed for a three year period.</p> <p>Agreed cut verge three times per year (Mar, Jul and Sept). BG will confirm costs</p> <p>An advert will be placed in the village newsletter calling for volunteers who would be willing to help with maintenance of the grounds and car park.</p> <p>When painting the hall Stuart will be asked to check whether the reported leak in the roof of the JMH is real or a shadow.</p> <p>JF to seek quote from Matt to complete tarmacking outside the walk in gate.</p>	<p>BG</p> <p>IB</p> <p>BG</p> <p>JF</p>
<p>7. Cleaning – a number of reported issues were discussed and it was acknowledged that the time allocated to the cleaner was very limited and that the spread of bookings meant it was challenging to find longer periods of time when deep cleaning could be undertaken by the cleaner. CV and LY fed back on a useful and constructive meeting with Mell held the previous week. At the meeting Mell raised a number of issues which required attention – these will be reviewed at the next management meeting. It was acknowledged that the spacing of bookings needs to allow enough time for adequate cleaning.</p> <p>A deep clean of the kitchen should be organised in the New Year.</p> <p>Consideration should be given to implementing a timesheet and cleaning checklist to aid the cleaner and identify if additional hours are required.</p> <p>The walls behind the toilets will painted when Stuart paints the JMH.</p>	<p>MC</p> <p>CV/LY</p> <p>BG</p>

<p>8. Hall Extension – IB had circulated a draft Business Plan the previous week. All Trustees need to review this and feedback comments and suggestions to IB.</p> <p>John Addicott has provided an estimate for the hall extension based on JF's specification. The estimate stands at £53,987 plus VAT. The Committee expressed their thanks to John for kindly costing the works and asked Judith to convey their thanks. A bottle of NZ Cabernet Sauvignon to be purchased and given to John.</p> <p>IB has asked HMRC if the extension can be classed as an annex which would mean we would be exempt from paying VAT on the works.</p> <p>Potential funders include: The Big Lottery, LEADER 5, Bernard Southerly, The Cloth Workers, Esmee Fairbairn and the Tudor Trust.</p> <p>A sub-committee will form to lead development of the Business Plan and funding applications for the hall extension. This will include IB, BG and LY with CV and JF join as and when needed. Send an email to those not in attendance to ask if any other Trustees wish to be on the sub-committee.</p> <p>The final Business Plan must be approved by Trustees at a future Trustees meeting before being used to support funding applications.</p>	<p>ALL</p> <p>JA</p> <p>IB</p> <p>IB</p> <p>CV</p> <p>IB</p>
<p>9. Events – Future events were discussed, summarised as follows:</p> <ul style="list-style-type: none"> - 9 Jan – Bingo, organised by Mell - 30 Jan – Football Club dance - 20 Feb – Quiz – Ask Andrew Stacey if he would do the bar. JA and HB to lead organisation. Potential quiz masters - Brian George and Nick Furse. - 8 Apr – Fashion Show – organised by the Church - 24 Apr - Male Voice Choir – LY and CV to lead on organisation - May (date TBC) – Burns evening organised by Chris Ruby's girlfriend for her birthday, which she has offered as a fundraising event for the hall. - 4 Jun – Barn dance – organised by AP - 9 Jun – Queens 90th Birthday celebrations – details to be discussed. - 9 Jul – Musical event – organised by Tim Luxton - 16 Jul – Safari Super – JA, LY and HB to lead organisation - Date TBC - Railway event to mark 50 years since the last train ran. Further discussion at the next MC meeting. 	<p>JA/HB</p> <p>LY/CV</p> <p>MC</p> <p>JA/LY/HB</p> <p>MC</p>

<p>10. Any Other Business</p> <p>The men's skittles team have raised the idea of potentially holding their matches in the JMH. The Committee would need a proposal from the team which addresses the concerns previously made when this issue was raised in the first instance several years ago. Once received the Committee will review the proposal.</p> <p>From 1 Jan the price of electricity from British Gas will reduction to 11.25pence per unit. IB to confirm this is correct.</p>	<p>TD</p> <p>IB</p>
<p>11. Date of next meeting</p> <p>The next Trustees meeting to be held on Thursday 17 March 2016, at 7.30pm</p> <p style="text-align: right;"><i>DEFERRED TO 31/3/16</i></p>	<p>ALL</p>

C. Ballance
31/03/16