

**Parwich Memorial Hall Management Committee Meeting AGM**  
**8.00pm 19<sup>th</sup> March 2008**  
**Memorial Hall**  
**Minutes**

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**1. Chairman's opening remarks**

The Chairman reminded everyone of the Annual Open Meeting of the Parish Council on 3<sup>rd</sup> April. It was agreed that The Secretary would take The Chairman's report to the meeting.

**2. Apologies**

Christine Duffell, Betty Fentem Jane Gerard-Pearse, Jane Harris.

**3. Minutes of previous AGM meeting**

a) Minutes were signed off (proposed by Peter Trewhitt and seconded by Graham Johnson)

**4. Matters arising**

None

**5. Reports**

*Treasurer's Report (see Report in file)*

The Treasurer presented his Report which had been audited by Jackie Battell. He noted there was a slightly lower balance than last year due to slightly lower usage and the cost of decorating the exterior of the Hall. The direct debit to Eon has been increased and the amount owing has been paid off. There are no outstanding debtors.

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*Chairman's Report (see Report in file)*

The Chairman once again thanked committee members for their hard work and commitment this year, particularly the sub committee members, as we are all volunteers. He outlined that in terms of the day to day running of the Hall there continues to be a range of activity. People attending films have been very generous with donations to the funds. The Chairman hoped everybody saw the article in the Ashbourne Telegraph celebrating the success of our BLF Stage One Bid. He also shared that the file containing minutes would now be kept in the pub and eventually would be posted on the web-site.

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**6. Election of Committee members**

Bill Whitfield outlined that the five present elected members were willing to stand again. He asked for any other nominations and there were none. He then suggested that the five members were re-elected. This was proposed by John Fuller-Sessions and seconded by Lynette Coyne. Pauline Laycock closed the nominations. The five elected members are: Mike Gerard-Pearse, Ed Linnell, Amanda Johnson, Janet Gosling, Sandra Chadfield. Mike Gerard-Pearse then closed the meeting.

**Date of next AGM**  
**8.00pm – 25<sup>th</sup> March 2009**  
**The Memorial Hall**

# Parwich Memorial Hall Management Committee

## Summary of Chairman's Report to AGM at 8.00pm on 19<sup>th</sup> March 2008

### 1) Work of the Committee and Sub-group members - all volunteers

- a) Memorial Hall Management Committee
  - 5 elected members - Amanda Johnson (Secretary), Ed Linnell (Treasurer), Janet Gosling (Bookings' secretary), Sandra Chadfield (Entertainments Licence) & Bill Whitfield (Vice Chair) – thanks for all their hard work
  - 15 user representatives to ensure their user group is kept informed & Mem Hall matches user group needs - again very good representation & contribution at the 9 meetings since the last AGM
  - Parish Council is great support via Committee & Steering Group attendance
- b) Steering Group, Design & Planning (D&P) and Funding Sub-groups
  - Key to guiding the Committee through the process of the new build
  - Steering Group – Mike GP, Amanda Johnson, Jane Harris, Brian Beasley, Lynette Coyne + ANO
  - D&P - Lynette Coyne, Chris & Christine Duffell, Nia Linnell & Mike GP
  - Funding - Brian Beasley, Kevin Slater, Jackie Battel, Marion Fuller-Sessions & Amanda Johnson. Plus Website & Blog – Mike Atkinson, Peter Trewhitt & Jane Bennett – see later. Plus Publicity & Communications – Patti Beasley

### 2) Day-to-day running of Hall

- Cinema – new licensing so films cheaper, but requires discrete advertising & free entry. Equipment installed, very good financial contribution, committed team
- Painted outside – thanks to Roger Cundy. Assessing cost of improving floor surface
- Cleaning – Lucy replaces Tricia – thanks to both
- Health & Safety Policy expanded to include Smoke-free policy – ashtray outside
- Booking form in place
- Equal Opportunities policy in draft

### 3) Building the Future

- a) Steering Group
  - Meet weekly when required – Stage 1 & 2 Big Lottery Fund application form filling & ensuring good communication to all involved parties
  - Invitation to Stage 2 & Development Grant offer (£23,350) - form due Aug 08 (hear later)
  - Give a progress update to your Management Committee at every meeting
- b) D&P
  - Meet fortnightly as sub-group as well as with Peak Park Planners (meeting with Chief Exec & Head of Planning), other relevant bodies (eg Highways) & architect
  - Undertaken traffic survey
  - Attended EcoBuild to ensure best sustainability design
  - Well hidden Certificate of Title documents traced & resolved with Parish Council
- c) Funding
  - Meet fortnightly – split funding into business, trust funds & sustainability
  - Researched 6 relevant funds of greater than £40,000 – currently writing bids
  - Another group of funds below these as next priority
  - Funds time dependent – not starting build until summer 2009
  - Website, Blog & press coverage starting to happen (hear later)

### 4) Summary

- Your Committee continues to move things forward, but with a project of this size there are many issues to solve before the actual building starts
- Please continue to read the minutes that are always displayed on the notice board inside the Memorial Hall
- Thank you to all Committee & sub group members for their valued input & to you for your continued interest