

Parwich Memorial Hall Management Committee Meeting 7.4.04 Minutes

Present

Janet Bainbridge, Betty Fentem, Flo Harris, Mike Gerard Pearse, Janet Gosling, Amanda Johnson, John Latham, Mike Radcliffe, Peter Simpson, Peter Trehwitt
Bill Whitfield.

1. Apologies

Sandra Chadfield, John Fuller-Sessions, Katie Harris, Denis Laycock, Jane Harris (to be noted that the late change back to the original time of the meeting made it impossible for JH to attend).

Nominations of officers

Chairman – Mike Gerard Pearse, nominated by P Trehwitt, seconded by A Johnson

Vice Chairman – Bill Whitfield, nominated by M Gerard Pearse, seconded by Janet Gosling

Secretary – Amanda Johnson, nominated by M Radcliffe, seconded by B Whitfield

Treasurer (and meter reader) – Mike Radcliffe, nominated by J Gosling, seconded by P Trehwitt

Bookings secretary – Janet Gosling, nominated by A Johnson, seconded by B Whitfield

2. Minutes of previous meeting

Read and signed as accurate by Chair

3. Management Committee

a. All present signed 'minute book'. Secretary to circulate to members not present

b. Full committee members list

Mike Gerard Pearse

Janet Gosling

Mike Radcliffe

Sandra Chadfield

Amanda Johnson

Denis Laycock

Janet Bainbridge – Carnival and Recreation Committee

Jane Harris – Parish Council

Stuart Chambers – Parwich Parochial Church Council

Flo Harris – WI Committee

Bill Whitfield – Parwich and District Horticultural Society Committee

John Fuller-Sessions – Cricket Club Committee

Peter Simpson – Over Sixties Committee
Peter Trehwitt – Parwich and District Local History Society
Katie Harris – Stepping Stones
Roger Mallard – Youth Club
Betty Fenton – Eaton and Alsop Parish Council

c. Other user Groups

Tennis club would like to be represented. M Radcliffe proposed this was accepted, P Trehwitt seconded. Secretary to contact Glynnis Drummond to check out representative to receive minutes and attend meetings. **AP**
Oddfellows - M Radcliffe to check with Arnold Chadfield . **AP**
Mother and Baby Group - Flo Harris to check with Amanda Noble. **AP**
Nominees also to be confirmed from Parwich Primary School, The Bowling Club and Methodist Chapel Trustees

d. Other issues

Information note 16 and 17 from ACRE passed on to all new committee members
Chair proposed that all new members became clear about constitution and individual roles and responsibilities. AJ/PT to produce an information sheet summarizing constitution, and make up of committee before next meeting. **AP**
Chair proposed that a communication strategy be discussed and drawn up to ensure all relevant information reached the right audience at the right time. **AP**

4. Day to day running of Hall

- a.** Bank mandate –It was resolved that bank signatories would be the Chairman, Treasurer, secretary and Bookings Secretary and we would continue with existing mandate which required 2 signatories on all cheques. That any 2 of the above signatories can sign cheques with a limit of £250 . Books to be officially handed over after March's invoices. Treasurer and Bookings Secretary to arrange a debrief meeting with outgoing Treasurer Dorothy Foden before this,(re cleaning, maintenance, finance key holders etc). **AP**
- b.** Discussed the possibility of drawing up some guidelines/rules about breakages and possible deposits to be paid on bookings. This to be added as an agenda item to next meeting. **AP**
- c.** Secretary to speak to A Robinson about minutes book and Chair to speak to Denis Laycock about Chairman's notebook. Secretary and Chair to arrange a debrief with Denis Laycock. **AP**
- d.** Lynette Coyne suggested through Peter Trehwitt that the committee have some form of headed paper for identity purposes. Proposed that L Coyne design this and forward details to committee. This only to be used by officers/in agreement with officers for committee business. **AP**

5. Legal issues

- a. Responsibilities to Charities Committee. Chair to find out. **AP**
- b. Recent changes in licensing laws. J Gosling shared that these are not yet due but will share information when appropriate
- c. Issues re disabled access to come into force May 2004. This needs further clarification, along with gaming licenses, public entertainment licenses, employer liability etc. To be discussed at debrief between AJ/MGP/DL. **AP**
- d. John Latham shared that the Youth Club had a television license for this year should anyone else need it.

6. Other communication issues

- a. Parish Council now been appropriately updated. Vice-Chair suggested that at least 3 committee members should be nominated at next meeting to keep communication with Parish Council up to date. B Whitfield and Flo Harris to attend next Parish Council meeting and pass on information until committee members formally nominated.
- b. All user groups to be informed of meetings via minutes to be sent out via secretary containing date of next meeting
- c. Communication strategy to cover all possible methods of ensuring village are informed and up to date on all issues.

AOB

- Youth Club representatives all from Ashbourne. They will need to have minutes sent on.
- Suggested that committee information be put into Parish magazine
- Suggested that a flyer be drawn up with information about hiring the Hall. The marketing subgroup to be asked if will do this. **AP**
- Suggested that 3 Memorial Hall sub groups (design and planning, funding, and marketing) submit a progress report to main committee meetings. (The presentation meeting on the 27th April to the village will be the first of these.) Secretary to ensure key member of each is aware of dates of committee meetings.
- Bookings Secretary to check all present bookings and advertise list on notice boards inside and outside of Memorial Hall and on board in Sycamore.
- Committee meetings to be held in Memorial Hall in future if there are no present or future bookings. If so they will be held at The Sycamore.

Dates of future meetings

Debrief meetings with Denis Laycock and Dorothy Foden **TBA**
13th/15th April sub groups – 8.00pm The Sycamore

27th April Presentation of current ideas re Memorial Hall redevelopment to Village – 7.30pm Memorial Hall
5th May committee meeting – 7.30pm Memorial Hall
12th May Village meeting to discuss ideas put forward at presentation on 27th April – 7.30pm Memorial Hall