

Parwich Memorial Hall Management Committee Meeting
7.30pm – 9.30pm 5th May 2004
Memorial Hall
Minutes

Action

1. Present

Janet Bainbridge, Sandra Chadfield, John Fuller-Sessions, Mike Gerard-Pearse, Janet Gosling, Flo Harris, Jane Harris, Amanda Johnson, Denis Laycock, Paula Lynam, Mike Radcliffe, Bill Whitfield

2. Apologies

Betty Fentem, Katie Harris, Mandy Noble, Peter Simpson, PeterTrehwitt, Val Kirkham, Roger Mallard

3. Minutes of previous meetings

- a) Minutes from management meeting before AGM signed off with amends
- b) All agreed with AGM minutes which will be signed off at next AGM
- c) Minutes from meeting on 7.4.04 signed off

4. Matters arising

- a) Amendment was made to present list where John Latham attended on behalf of Roger Mallard
- b) Amendment was made to 4a re finance and bank mandate. Now reads, It was resolved that the bank signatories would be the Chair, Treasurer, Secretary, and the Booking Secretary, and that we would continue with the existing mandate which required 2 signatories on all cheques. That any 2 signatories can sign cheques with a limit of £250
- c) Treasurer proposed through a paper that charges for hiring the Hall were raised. After discussion it was agreed that revenue from Hall needed to be reviewed in full and consideration as to how raised charges may affect user groups. Proposal that we find out costs and charges of other Village Halls and where previous subsidies have come from and stay with the current charges until this review had taken place.

MR

5. Confirmation of User Groups and representatives

Secretary shared the new members list , and those new members present were welcomed

6. Signing of minute book

JFS requested clarification of the constitution before signing the minute book. MGP read roles and responsibilities from ACRE Information sheet 17. Copies of information sheet 17 were given to those not present at meeting on 7.04.04. MR exemplified. Minute book was signed by all present after discussion over the 'translation' of the constitution. This is ongoing and needs to be shared more widely to clarify membership of the committee.

AJ

Main Item

7. Feedback from open meeting on 27th April / ways forward (mtg on 12th)

- a) Final responses are not due in until 9th May though many responses have already been submitted. MGP asked for members to share messages to date.
- b) DL shared the need for all views to be considered
- c) JFS shared the need to ensure we publicise the structure of the decision making process
- d) JFS proposed that groups covering each Memorial Hall option be given the chance for a 15-minute talk. This was discussed but it was felt that facts and information including figures where possible should probably be shared to help people make their decision based on fact

VS/DL

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| <ul style="list-style-type: none"> e) VS asked that we clarify the position in relation to the Parish Council and ownership of the land/land rights and the need to ensure we can honour the outcome of the democratic process f) MGP shared an information sheet, which when complete would detail pros and cons for each Memorial Hall option with facts and information including figures where possible. He suggested that this type of information sheet be proposed at the open meeting on the 12th as a good way for the Committee to understand what the villages want, which was agreed. g) VS asked that we ensure we know what user groups want from Hall and also that we can find out the life expectancy of the Hall. h) It was agreed that the 12th May meeting was to be another information gathering process. i) DL asked that 12TH May meeting be re-advertised | <p>To be agreed</p> <p>AJ</p> |
| <p>8. Constitution Paper
Amends to be made and previous version from DL to be considered</p> | <p>AJ</p> |
| <p>9. How we will keep the villages informed
To be shared at meeting on 12th May</p> | <p>MGP</p> |
| <p>10. Guidelines/rules re breakages
To be put on next agenda</p> | <p>AJ</p> |
| <p>11. AOB</p> <ul style="list-style-type: none"> a) Area of benefit – Parishes to remain as Parwich, Alsop, Pikehall and Ballidon b) Need to minute that if User Group send other than nominated rep, they have no voting rights. c) Headed paper to have capital letters for title d) AC asked about public liability insurance. DL clarified | |

Date of next meeting
19th May 7.30pm Memorial Hall