

**Parwich Memorial Hall Management Committee Meeting**  
**7.30pm – 9.30pm 19th May 2004**  
**Memorial Hall**  
**Minutes**

- |  | <b>Action</b>  |
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| <p><b>1. Present</b><br/>           Janet Bainbridge, Sandra Chadfield, John Fuller-Sessions, Mike Gerard-Pearse, Flo Harris, Amanda Johnson, Val Kirkham, Denis Laycock, Paula Lynam, Peter Simpson, Bill Whitfield</p>   |  |
| <p><b>2. Apologies</b><br/>           Arnold Chadfield, Betty Fentem, Janet Gosling, Jane Harris, Mandy Noble, Mike Radcliffe, Val Stevenson, Peter Trewitt,</p>   |  |
| <p><b>3. Minutes of previous meetings</b><br/>           a) Minutes from meeting on 5.5.04 signed off</p>  |  |
| <p><b>4. Matters arising</b><br/>           a) Chairman raised items of information that need to be sought out including the following</p> <ul style="list-style-type: none"> <li>• Need to seek out the original plans done by Anthony Short</li> <li>• Life expectancy of the Memorial Hall – committee agreed to a full structural survey if this information was not in the original Anthony Short plans</li> <li>• 2 Committee members need to carry out full survey of user groups to ensure gain information about their needs</li> </ul>   | <p><b>LC/MGP</b></p> <p><b>Design and planning group</b></p> <p><b>VS/DL</b></p> |
| <p><b>Main Item</b></p>  |  |
| <p><b>5. Feedback from open meeting on 12<sup>th</sup> May/ways forward</b></p> <p><i>Update on DDA</i><br/>           Secretary outlined information gathered to date. There is no enforcing agency for the DDA. The committee is answerable in a court of law if a complaint arises and is taken to court. It is not acceptable to update facilities only when a request is made. However The DDA code of Practice states ‘it is reasonable to consider the extent to which it is practicable for the service provider to take the steps....the extent of the service provider’s financial and other resources..and the availability of financial or other assistance’ Advisers from both the County and District Council suggested an access audit needed to be carried out, outlining plans for building work with clear timescales if the deadline of October 2004 is not going to be possible. To be followed up.</p> <p><i>Information sheet</i><br/>           MGP shared the information sheet. Committee discussed lowering the number of options by deciding which of the options which were clearly not viable and which could be combined. This gave 6 agreed options. The committee then went through the information already on the sheet and added to where possible. MGP to update.</p> <p><i>Further agreed actions</i><br/>           Need to inform The Parish Council of information and process to date</p> <p>The parish Council to be asked about the possibility/viability of building on Parson’s Croft.</p> | <p><b>AJ</b></p> <p><b>MGP</b></p> <p><b>AJ</b></p> <p><b>VK</b></p>             |

That information on grid should be made into a display to be put up in The Memorial Hall to ensure access of information for those not likely to read detailed sheet. Timescale and persons responsible to be agreed at next meeting. Suggestion that front cover of information sheet should have clear instructions on the front cover about how to access the grid.

Need to find out school holiday dates for 2004/5 to ensure plans create least disruption to User Groups

**AJ**

Need to ask Fred Knight for names of 2 builders who could give quotes for various plans

**MGP**

#### *Survey*

Agreed all residents 12 years old and over would be eligible to vote to ensure the generation of the present and the future could have their say.

Agreed that there would have to be 2 votes. The first on the 6 options, then again on the top 2. This would ensure that the final decision was a majority vote.

### **6. Constitution Paper update**

Secretary shared latest draft and asked for any changes to be passed on in the next week. If non received these would be put on The Memorial Hall noticeboard

**AIIAJ**

### **7. Guidelines and rules re breakages**

Due to the time this was discussed briefly and will continue to be moved to the next agenda

### **8. AOB**

- Treasurer sent a paper with Secretary for discussion. This was handed out, though agreed that should be added to the responses regarding the future of The Hall. All agreed to read.
- Agreed that existing 'workman' would be asked to continue with minor repairs to The Hall as previously

**Date of next meeting  
3<sup>rd</sup> June 7.30pm The Legion**