

**Parwich Memorial Hall Management Committee Meeting**  
**7.30pm – 9.30pm 3<sup>rd</sup> June 2004**  
**The Legion**  
**Minutes**

**Action**

**1. Present**

Arnold Chadfield, Sandra Chadfield, Stuart Chambers, Betty Fentem, Mike Gerard-Pearse, Janet Gosling, Jane Harris, Flo Harris, Amanda Johnson, Val Kirkham, Paula Lynam, Mandy Noble, Mike Radcliffe, Peter Trehwitt, Bill Whitfield

**2. Apologies**

Janet Bainbridge, John Fuller Sessions, Katie Harris, Peter Simpson, Val Stevenson,

**3. Minutes of previous meetings**

a) Minutes from meeting on 19.4.04 signed off

**4. Matters arising**

VK spoken to John Barnett from the Parish Council to alert them to the issues regarding the DDA at other sites in the village.

Next Parish Council meeting is on the 10<sup>th</sup> June and VK has requested that they put the issue about the use of Parson's Croft as a potential site for a new Hall, on the agenda. This was agreed.

**5. Day to day running of the Hall**

a. The Treasurer reported that all was satisfactory and up to date

b. The Bookings secretary is updating the diary for the Hall

c. Treasurer requested that an officer from the committee be responsible for regular checks on the fabric of the building to ensure maintenance was timely. Vice Chair agreed to do this

**BW**

Also agreed that:

- Trish Watson be asked to let any member of the committee know if she sees any issues.
- User Groups to continue to let committee members know if any issues arising.
- User Groups and anyone using Hall be reminded of the costs of breakages sheet inside the kitchen cupboard door
- A guidelines for breakages/damage to be posted on the noticeboard and Bookings Secretary to draw users attention to this on booking.  
(contents of guideline sheet to be discussed at future meeting)

**JG**  
**AJ**

d. Treasurer also brought up the issue of 'parties' extending beyond the time of the public licence. The Chair requested a copy of the licence to check. To be discussed further if necessary at the next meeting.

Committee members felt this should be reviewed at a later date as it is rarely an issue

**MR/MGP**  
**AJ**

e. With regard to paperwork from previous committee officers:

- The Chair has received no paperwork from Denis Laycock

- The Secretary has received AGM Minute Book from Denis Laycock, Management Committee Minute Book from Andrew Robinson
- The Treasurer has received all financial paperwork from Dorothy Foden

MN asked about storage for Mother and Toddler Group. JH offered to get all main User Group representatives together to discuss and sort out storage issues

JH

## 6. Building the Future - Feedback and update on options/information sheet and next steps

### *Update on DDA*

Secretary has had confirmation that if plans are in place to extend or rebuild the Hall, that as long as all progress and plans are minuted then this would be considered reasonable. The request for a copy of an access audit has been made and is in the post. (*received since this meeting*) Secretary to carry out with the help of an expert volunteer suggested by Helen Lidgett. (from ACRE) Parish Council also to be updated.

AJ

### *Information sheet*

MGP talked the Committee through the information sheet and progress to date.

### **Summary**

- Committee felt that leaflet was fit for purpose, though detail on final page may not be read by many
- On page 2, it needed to be made clear that some of main User Groups will not use the Hall if it is re-sited at Parson's Croft
- Detail regarding landscaping and traditional stone & Staffordshire blue tiles also needed adding to relevant options
- On page 3 Committee members were happy with key advantages and disadvantages
- It was suggested that cost and funding information should be on same line
- In option 2 it was agreed that wording should read 'upgrading/extending kitchen' as this was a possibility from the original plans.
- Note re possible funding shortfall need not be specific at this stage.

### *Further information*

- Structural survey (at cost of £200) to be carried out on 14<sup>th</sup> June at 2pm. BW/AC/JH to try and be present along with the Design and Planning Group.
- The Chair has secured an estimator for costs of the potential plans for the Hall from Colin Amos. Requested another suggestion for a set of costs. AC to ask Wildgoose Builders
- VK reported back from John Keeley (Peak Park) that any extension

BW/AC/  
JH

AC

- or rebuild would have to be in traditional stone and tiles.
- Treasurer reported that insurance costs would go up if a New Hall was built.
- Design and Planning Group to be asked what the cost of moving the substation before 2006 will be

**Design  
and  
Planning  
Group/AJ**

- The Chair asked all committee members to let him know, if on closer perusal they had anything to add to the leaflet
- Treasurer and Secretary to put a poster together to be displayed around the Village showing progress to date regarding 'To Build or not To Build'

**ALL**

**MR/AJ**

#### *Survey/voting*

Treasurer income analysis of usage in 2003 was presented. Discussed the issue regarding weighting votes for The User Groups (as well as input into information sheet)). The Committee decided that this should be discussed at the next meeting when issues re Parson's Croft may be clearer. Known anticipated changes to income in 2004 are Mother & Baby new income of £378, Stepping Stones additional income of £326 (extra morning) & Junior Church additional income of £419.

**AJ**

Vice Chair offered a vote of thanks to the Secretary (for the paperwork) and The Chair for amount of the work that has gone into the leaflet so far.

#### **6. AOB**

WI from Winwick in Cheshire admired The Village Hall when they visited last week

PT to update the History of The Hall for the next History Society newsletter

MN asked if it was possible to have a key. It was agreed that a new lock and keys was invested in. Vice Chair to sort

**BW**

Bookings Secretary asked for clarification on loaning out tables and chairs.

Agreed that would continue present practice of asking for donations

#### **Date of next meeting**

**22nd June 7.30pm The Memorial Hall**

(if structural survey Report is not available by this date The Secretary will change date and let committee know)

