

Parwich Memorial Hall Management Committee Meeting
7.30pm – 9.30pm 13th July 2004
Memorial Hall
Minutes

Action

1. Present

Janet Bainbridge, Betty Fentem, John Fuller-Sessions, Mike Gerard-Pearse, Jane Harris, Amanda Johnson, Denis Laycock, Paula Lynam, Mandy Noble, Mike Radcliffe, Val Stevenson, Bill Whitfield

2. Apologies

Sandra Chadfield, Arnold Chadfield, Flo Harris, Peter Simpson, Peter Trehitt,

3. Minutes of previous meetings

a) Name correction to page 2 made and Minutes from meeting on 3.6.04 signed off

4. Matters arising

1. Treasurer clarified entertainment licence. Private functions are allowed to continue very late though all participants need to be aware of the letter regarding noise level which is to be posted on the Hall board.
2. A 5 lever security lock has been purchased and extra keys are being cut. BW will distribute these when they are available.
3. Storage has been sorted and all user groups now have some space. Thanks to JH.

5. Day to day running of the Hall

- a. The Treasurer reported that all was satisfactory and up to date and the balance was approx £1000.
- b. Chairman updated finance information regarding new user groups' income. This will ensure an added income of £1100 for the current year.
- c. Structural survey invoice signed for, £211.50
- d. Treasure offered to compose breakages guidelines to be displayed on Hall board

MR

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

Information sheet – update of available information

1. Chairman shared decision by Parish Council that they would not object to Parson's Croft Site being suggested as one of the options for a new Memorial Hall as long as correct procedures were followed.
2. JH shared that the issue regarding possible selling and reuse of the present site was being checked out. John Barnett will be keeping The Chairman up to date.
3. Structural Survey - Report was shared and BW gave a summary of the key points and issues.
4. Estimates have been calculated on £100sqm for new build
5. Steven Village has been in touch with Powergen regarding the cost of

moving the substation. They have requested this in writing.

6. Val Stevenson feedback the outcomes of the User Group survey (This to be summarised for the records). There were 9/13 responses and regarding the general issues 8/9 were not satisfied with current level of provision. **This did not imply that these groups would not use The Hall if no changes were made but that these were their responses given a choice.**

VS

First priority - an updated kitchen

Second priority – better storage

Third priority – better heating

Fourth priority – a larger Hall

7. The timescale and delivery process for the information sheet was agreed.

- Sheet to be copied at cost of £150.
- Delivery over weekend of the 18th July.
- All households to be given 3 weeks to read and respond to information sheet to allow for holiday period.
- Committee to decide voting process and date for voting slips to be delivered at next meeting. (Preliminary discussion was around the possibility of including an impartial administrator for the process eg. Helen Lidgett, local Headteacher, Chairman of another Parish Council etc.)

**AJ
JH**

6. AOB

Display of the information sheet to be put up for 20th July (JFS/VS) and 3rd August (AJ/VS) between 8.00 – 9.00 pm.

VS to draft a letter to LEA to update them on the school's usage of the Hall and the potential problems the school would encounter if this was not available in terms of delivery of the curriculum. This may trigger some funding.

VS/MGP

**Date of next meeting
10th August 7.30pm The Memorial Hall**