

Parwich Memorial Hall Management Committee Meeting
7.30pm – 9.30pm 27th September 2004
Sycamore Inn
Minutes

Action

1. Present

Janet Bainbridge, Sandra Chadfield, Mike Gerard-Pearse, Flo Harris
Amanda Johnson, Val Kirkham, Denis Laycock, Peter Simpson, Val
Stevenson, Peter Trew hitt, David Wigley (for Jane Harris) Bill Whitfield

2. Apologies

Arnold Chadfield, Janet Gosling, Paula Lynam, Mike Radcliffe,

3. Minutes of previous meetings

a) Minutes of meeting on 15.9.04 signed off

4. Matters arising

None

5. Day to day running of the Hall

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

b. Previous Treasurer dealt with health and safety issues in Hall. Present
Treasurer to ask when this check is made and if it is up to date.

c. Vice Chair checked Hall over last week for any maintenance issues and
reported that there are no problems.

d. Roger Cundy has the new lock to be fitted to main door and is getting the
keys cut

e. Key to crockery cupboard is hanging on nail in kitchen. Bookings
Secretary to let people know this location when bookings are taken.

MR

JG

6. Building the Future

i) The Chairman shared a proposed committee structure to take the
Memorial Hall rebuild agenda forward. (see attached chart) This was
discussed at great length to ensure process and all groups' accountability
was clear.

- The full committee is the decision making body and all official letters
will be sent from this group.
- A sub committee/Progress Group (consisting of Chairman, Secretary,
committee representatives from working groups, chair person of
working groups and a representative from the Parish Council) will act
as the progress reporting group. They will receive information and
reccomendations from the working groups. They will filter this
information and discuss the smaller issues to ensure the key
decisions are brought to the main committee.
- The working groups will initially consist of a Design and Planning
Group and a Funding Group. A Marketing Group may need to be
formed as a spin off of the funding Group at a later date.

Deleted: that will take the
main decisions

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decisions but will

- Representatives on all of these groups were discussed and agreed. Preliminary requests have been made to these representatives to ensure they were willing to take part. Deleted: were
- Denis Laycock shared a list of steps recorded from a previous process, which were accepted as useful as a checklist for this process. Deleted: ,
- Val Stevenson suggested that Nick Stevenson may be willing to advise the Design and Planning Group on issues of procurement versus competition and open tendering. Deleted: .
- Still need to discuss issue re whether the committee accepts the services of Julian Marsh as an architect or whether we need to seek other plans. To be discussed at the next meeting. AJ

ii) Committee then split up into groups to answer the following questions

- What issues must we (the committee) be aware of now and in the future and why?
- Are there any areas of concern with the process so far?
- What are the good things/positives so far?

(see attached sheet for responses)

These issues are to be addressed during future committee meetings if they cannot be answered directly.

6. AOB

- i) AJ suggested a new noticeboard outside the Hall with a dedicated section for updates on progress for the Villages. David Wigley reminded that this belonged to the Parish Council. AJ/DW to discuss this issue after the next Parish Council meeting although the committee agreed that this would be a good idea. AJ/DW
- ii) Peter Trewhitt shared that the Parwich Village Action Group will be redrafting their aims (as they were originally asked to look at the feasibility of the Parson's Croft Site) in order to work with the Memorial Hall Committee to support the implementation of the vote. Val Kirkham would be the representative that would report to the progress group about this. VK

Date of next meeting

7.30 – 9.30pm 10TH November 2004

(this has been changed from that agreed at the meeting as the Memorial Hall was booked on the original date of the 17th November)