

Parwich Memorial Hall Management Committee Meeting
7.30pm – 9.30pm 10th November 2004
Memorial Hall
Minutes

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Action

1. Present

Janet Bainbridge, Arnold Chadfield, Sandra Chadfield, Betty Fentem, Mike Gerard-Pearse, Janet Gosling, Flo Harris Amanda Johnson, Denis Laycock, Mike Radcliffe, Peter Simpson, Peter Trehwhitt, Jane Harris,

2. Apologies

Stuart Chambers, John Fuller-Sessions, Val Kirkham, Paula Lynam, Mandy Noble, Val Stevenson, Bill Whitfield

3. Minutes of previous meetings

a) Minutes of meeting on 27.9.04 signed off

4. Matters arising

None

5. Day to day running of the Hall

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a. Finance Update

The Treasurer gave his financial report (see report given out at meeting).

- It was agreed that bank mandates could be revised to update committee members as signatories and that the Treasurer could change to telephone banking which would allow him to transfer money between Hall current and savings accounts.
- It was also confirmed that if anyone wanted to use the Hall tables and/or chairs that a donation of between £5 and £10 would be asked for.
- Also if tables and /or chairs were requested for use outside of the Hall then the only guarantee that they would be available was if the Hall did not get booked for that session (in other words if anyone wants to guarantee use of the tables they would have to book the Hall)
- It was agreed that financial statements could be shared with the Treasurer of Hlland Ward to help us to see the running costs of a new build Village Hall
- There was a request that Bookings Secretary remind all who booked Hall to do a check before they leave to ensure lights are out and Hall is locked.

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Other Issues arising:

- 2 incidents of a towel being put down a toilet were discussed. Treasurer to find out who were last User Groups before incident happened.
- Committee discussed the issue over the Stepping Stones tables and agreed that informal arrangements needed to be made between people using the Hall and the Stepping Stones Representative if their

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tables were to be used. Jane Harris was asked to request that Stepping Stones Representative labelled the tables to ensure everyone was aware who they belonged to, and who to contact if they wanted to use them.

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- It was agreed that if people needed the tables storing outside in order for an event to go ahead that they would let Stepping Stones Representative know in time, for them to be moved.
- The Treasurer outlined a complaint (detailed in file copy) that had been made about the state of the Hall. This was dealt with and it was agreed that everyone needed to be reminded that we need to respect property and belongings.
- Some property in the Hall belonged to specific User Groups and it was agreed that these 'boxes' needed to be labelled to ensure that belongings were not used without prior agreement.
- It was also suggested that User Group Representatives attended meetings if they have an issue to discuss.
- It was agreed that all committee members would consider if any other information needed adding to the guidelines about Hall usage before the next meeting.
- The basketball stand that the Youth Club are presently storing in the Hall may cause an issue for Health and Safety. It was agreed that during Stepping Stones sessions the basketball stand could be put in the corridor to the kitchen until further discussions had taken place with the Youth Club. The simplest solution to allow it to stay in The Hall may be to install 1 or 2 hoops on the wall and tie a rope to the hoops and around the upright. It was agreed that the Youth Club is an important User Group and that the committee did not want to put up unnecessary obstacles that might reduce their good work. Denis Laycock agreed to ring Roger Mallard to discuss this. Committee to take any feedback from other User Groups at the next meeting as to if it was causing a problem.

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b. Bookings Update

- The Bookings Secretary asked for clarification over some issues
- Was an hourly rate for the lunchtime slot feasible? It was felt that this was not.
- It was agreed that the Hall bookings should fall into 4 slots: 9.00 – 12.30, 1.30 – 3.30, 3.30 – 6.00, 6.00 – onwards. Each slot would be charged at £11 (even if only partly used). If a booking was made for the day (even if it ran into the third slot) it would be charged at £22

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6. Building the Future

i) The committee structure chart

- The Secretary confirmed that Brian Beasley was the Chair of the funding Group
- The committee were all agreed that the structure was appropriate and clear.

ii) Architects Paper (see file copy)

- It was agreed that The Design and Planning Group should approach

Design

Julian Marsh to start discussions on engaging him. The committee would like him to set out plans and costs for the new build for approval by the committee.

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iii) It was agreed that the Committee would support the Parwich Village Action Groups new objectives with regard to the new build. It was also agreed that Janice Wigley should be a member of the Progress Group as The Action Group Representative. Peter Trehwitt welcomed any new participants to join the group at the next meeting on the 23rd November.

PT

6. AOB

- The Secretary shared that David Goldstraw had agreed to make a new noticeboard for outside the Hall and The Parish Council had agreed to pay for it.
- There is a new contacts list available for working Group members. This to be updated and brought to the next meeting
- The design of the headed paper was updated to include capitals for the title as agreed at a previous meeting (see minutes of 5th May 2004). The Chairman is to print off copies of the agreed format and let appropriate members have templates
- Flo Harris is resigning as the WI representative and is to be replaced by Pauline Laycock. (Officially to be signed over at their next AGM). Thanks got to Flo for her participation and longstanding service.

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Date of next meeting
7.30 – 9.30pm 15TH December 2004