

**Parwich Memorial Hall Management Committee Meeting**  
**8.00pm – 9.30pm 25<sup>th</sup> January 2005**  
**Memorial Hall**  
**Minutes**

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**Action**

**1. Present**

Janet Bainbridge, Arnold Chadfield, Sandra Chadfield, Stuart Chambers, Betty Fentem, John Fuller-Sessions, Mike Gerard-Pearse, Janet Gosling, Megan Griffin, Amanda Johnson, Val Kirkham, Denis Laycock, Paula Lynam, Mandy Noble, Mike Radcliffe, Peter Trewhitt, Jane Harris, Bill Whitfield

**2. Apologies**

Pauline Laycock, Roger Mallard, Peter Simpson,

**3. Minutes of previous meetings**

- a) Amendment was made to the finance update which should have included 'Also that all users need to read the meter and record the readings on the form inside the men's toilet' at the end of the last bullet point.
- b) It was agreed that the decision to allow the basketball stand to be put in the corridor to the kitchen would contravene health and safety regulations and should be corrected in the minutes
- c) Minutes were 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).

- The Treasurer explained that we have had the 2 electrical inspections needed at the same time to cut down on costs in the long term.
- The paper presented showing figures on last year's and this year's income showed that some funds may not have been collected last year. Though income looks to have risen this year it may actually have dropped.
- The Chairman suggested that he and the Treasurer should discuss the transference of the Public Entertainments Licence to another committee member as well as considering how the 'caretaker's role of the Hall could be covered by other members of the committee.
- The Treasurer proposed revised charges for the use of the Hall to include the cost of heating and lighting. This was discussed at great length as groups such as the Youth Club feel they do not use the amount they would have to pay. The committee decided that whatever the decision it should apply consistently to all groups. The committee agreed by a majority vote to include these costs and adopt The Treasurer's revised charges. It was also agreed that should any user group experience particularly extreme financial difficulty as a result of the charges they should contact the committee.
- The committee were happy for The Treasurer to occasionally waive

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**MR/MGP**

fees when Groups with block bookings did not use the Hall due to planned trips.

#### *Other issues*

- Jane Harris pointed out that the windows had been cleaned but that Chris Houlihan had not charged.
- The Treasurer recommended that the committee consider whether the Hall needed repainting. The Vice-Chairman was to carry out an inspection and make a recommendation at the next meeting.
- It was agreed that a new vacuum cleaner was needed.
- Megan Griffin was welcomed to the committee as the new Stepping Stones representative.
- The Treasurer was thanked for his report and the extra support he has given towards the running of the Hall.

**BW**

#### *b. Bookings Update*

- The issue over the use of the Hall for the Pantomime when Stepping Stones needed to use it was resolved. The Secretary offered to organise the clearing of the chairs after the Pantomime on Thursday 24<sup>th</sup> Feb and the setting up of the chairs from 5.30pm onwards on Friday 25<sup>th</sup> Feb.
- This was not an error on behalf of the Bookings Secretary. Discussion highlighted there was a need to give appropriate warning to other user groups if alternative arrangements needed to be made to regular block bookings.

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#### *c. Health and Safety issues*

- It was agreed that the basketball stand was safe and did not need straps to secure it to the wall
- The broken window as a result of a child slipping and falling has been mended.
- The Vice-Chairman is to check the curtain pole which may need fixing

**BW**

## **6. Building the Future**

### **i) Right of Way**

The Chairman presented a paper outlining a solution to the issue of the right of way which crosses the proposed plans for the new Village Hall. The committee asked for time to peruse this plan and solution, and to consider the following.

- Is there a footpath from the Legion across this piece of land?
- Could this land be purchased via a compulsory purchase order?
- Who would be selling the piece of land currently on the Hall site which would allow the right of way to be relinquished?
- Who would receive the money from this sale? (the Parish Council or the funds for the Village Hall?)

Copies of the proposal are to be circulated with the minutes to all committee members so that this can be discussed at the next meeting

ii) *Architects Paper*

- The Chairman presented a paper outlining Julian Marsh's proposed costs at 5.5% of the final build cost (this is 20% lower than the recommended RIBA percentage) Stuart Chambers confirmed this was good value for money.
- The Chairman also shared that 35% of the 5.5% costs will be incurred whether we get planning permission or not for option 3. The Chairman of the Funding Group is pursuing getting this underwritten.
- It was agreed that all costs needed to be transparent (for example Architect's expenses) in order that there is committee approval prior to the costs being incurred.
- It was agreed by a majority vote to accept these costs and ask the Design and Planning Group to take this forward.

Design  
and  
Planning  
Group

6. AOB

- The Secretary shared the new contacts list
- The committee considered 2 options of headed paper and agreed by a majority vote to use the original design by Patti Beasley with recommended amendments by committee members.
- The Vice-Chairman is to chase Roger Cundy about the new locks and then give out keys when the locks are in place.
- Denis Laycock shared some issues about general maintenance issues which he offered to help sort out.

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**Date of next meeting**

**8.00 – 9.30pm 22<sup>nd</sup> February 2005**

**The Memorial Hall**

**(This has been brought forward from the original date in order to precede the next Parish Council Meeting)**