

Parwich Memorial Hall Management Committee Meeting
8.00pm – 9.30pm 12th April 2005
Memorial Hall
Minutes

← - - - - Formatted Table

1. Present

Arnold Chadfield, Sandra Chadfield, Betty Fentem, John Fuller-Sessions, Mike Gerard-Pearse, Megan Griffiths, Amanda Johnson, Ed Linnell, Peter Trehitt, Bill Whitfield,

2. Apologies

Val Kirkham, Pauline Laycock, Denis Laycock, Mandy Noble, Val Stevenson

3. Minutes of previous meetings

a) Minutes were signed off

4. Matters arising

Roger Cundy has fitted the new lock and the Treasurer will distribute keys. Vice Chairman and Treasurer to keep the master keys.

5. Election of Officers

Chairman, Mike Gerard-Pearse – nominated by B. Whitfield, seconded by A. Johnson

Secretary, Amanda Johnson – nominated by B. Whitfield, seconded by J. Fuller-Sessions

Bookings' Secretary, Janet Gosling – nominated by B. Whitfield, seconded by P. Trehitt

Treasurer, Ed Linnell – nominated by B. Whitfield, seconded by A. Chadfield

Vice- Chairman, Bill Whitfield – nominated by P. Trehitt, seconded by M. Gerard-Pearse

There were no other nominations. Bill Whitfield handed the meeting back to the Chairman.

← - - - - Formatted Table

6. Confirmation of User Groups

The Chairman welcomed Denis Laycock back as representative of the Over 60s Committee

The Secretary was asked to give new members a copy of the constitution and other relevant papers

Peter Trehitt suggested that all User Groups inform the secretary of the name of their representative and their Treasurer after their AGM and before the Management Committee AGM. This will help the list to remain up to date.

AJ

ALL

7. Signing of Minute Book

This was duly signed by all members present. (All other members will need to sign at the next meeting)

8. Day to day running of the Hall

a. Finance Update

The Chairman re-iterated that the report at the AGM was positive

b. Bookings Update

None

c. Health and Safety issues

A request was made to the Secretary for a new tea urn, purchase of some non slip mats for the kitchen and some more crockery. It was agreed to replace the tea urn and purchase rubber mats. The Vice Chairman is to contact Christine Duffell to discuss these purchases. It was agreed that no more crockery was needed as although the 160 people could congregate in the Hall there was rarely a need to cater for more than 100. On the occasions that this was the case it was felt that crockery could be borrowed.

d. Entertainment Licence

Sandra Chadfield agreed to be the named person for this licence and to send off all the paperwork asap.

e. Start Up Grants Fund

Peter Trewhitt presented a discussion paper as requested. The secretary was asked to ensure all members received a copy of this so it could be discussed fully at the next meeting. Suggestions were that this may not be appropriate at this point in time, though if it does go ahead it will need a nominated person to oversee it along with a small sub group.

f. Caretaker Role

The Chairman stressed the need for all User Groups and other committee members to report any maintenance issues to Bill Whitfield (though only when it was not possible to solve the problem themselves.)

BW

SC

AJ

9. Building the Future

i) Right of Way

In response to questions raised at the last meeting, and the responses received from the solicitor via John Barnett, the Chairman shared the following points:

- The Management Committee make all decisions with regard to the Memorial Hall.
- There is a Right of Way as marked on the shared plan though it is not clear from any deeds how wide this is. There is a clear entrance to the Right of Way and route to the original barns which would need to be accessed by a cart and animals. (The point was also made that there would also have been a need for room to turn a cart around in this space)
- The solicitor strongly advised the Committee to keep discussions with SV amicable if we intend to solve this issue.
- The solicitor saw no obstacles with what the Committee were proposing
- If we agree the correct way forward is to sell or lease the small piece of land marked blue on the plan, we will need to pursue clause 21 of the Memorial Hall constitution and hold an open meeting for the people of the Village.
- The money raised from any sale could be ploughed back into the

rebuild project.

The Chairman also made the following points:

- The Right of Way issue was known about by the previous committee (and in fact has been minuted as an issue since 1964)
- It did not appear on the information sheet sent out to the Village because it was not brought to the attention of the full committee until after the vote.
- It is important to remember that the Management Committee are the decision makers and the subgroups are tasked to sort the detail such as design issues, if we are to keep this project manageable. If we accept/decline subgroup proposals we need to give clear new criteria for alternative proposals if we want the specification to change.
- That it may be valid to sell the land in any instance as it is of no benefit to the project as it stands and the funding could be used.
- Previous Parish Council issues with a potential sale are no longer relevant.

The committee then went onto discuss this issue at great length, including whether to **agree** the proposal and then put it to SV or to **receive** a proposal. It was agreed that the Committee needed to **make and agree** the proposal before further discussion with SV. The Chairman then proposed the following:

In pursuing clause 21 of the Management Committee constitution that we hold a public meeting to vote on the recommendation of the Management Committee that *only part* of the piece of land (marked blue on the plan) is sold to raise cash for the project which will enable a thoroughfare to be kept around the outside of the new building, in return for the relinquishment of the Right of Way.

MGP/AJ

The committee voted unanimously that this proposal be adopted if SV was in agreement.

It was then agreed that a meeting needed to be held with SV. The Chairman and Secretary would invite The Chairman of the Parish Council and The Chairman of the Design and Planning Group sub committee to this meeting in order to report the outcome back to the next Committee meeting. It would be at this point that the open meeting would be arranged if appropriate.

10 AOB

- Travelling Cinema and redecoration discussions to be held over to the next meeting
- Thanks were given to Alan Lowes for auditing last Year's accounts

**Date of next meeting
8.00 – 9.30pm 18th May 2005
The Memorial Hall**

Deleted: AJ
MGP