

**Parwich Memorial Hall Management Committee Meeting**  
**8.00pm – 9.30pm 26<sup>th</sup> January 2006**  
**Memorial Hall**  
**Minutes**

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**1. Present**

Janet Bainbridge, Arnold Chadfield, Sandra Chadfield, John Fuller-Sessions  
Jane Harris, Mike Gerard-Pearse, Janet Gosling, Amanda Johnson, Denis  
Laycock, Pauline Laycock Ed Linnell, Nia Linnell, Bill Whitfield, Paula  
Lynam, Peter Trew hitt.

**2. Apologies**

Stuart Chambers, Betty Fentem, Val Kirkham, Roger Mallard.

**3. Minutes of previous meetings**

a) Minutes were signed off

**4. Matters arising**

- Tea urn – It was decided to order a 9 litre free standing urn. When it arrives it was agreed that a stand would be made for it to sit on.
- Paula Lynam to discuss the basketball ring with Roger Mallard to see whether this is still an issue.
- The electrical inspection has been carried out.

**BW**

**PLynam**

**5. Day to Day Running**

- *Travelling Cinema* - 34 people attended the showing of Hitch Hikers Guide to The Galaxy and it was another successful evening. The film 'Fakers' has been booked for 3<sup>rd</sup> February and Arnold Chadfield is looking into the hire of 'Pride and Prejudice' for 3<sup>rd</sup> March. The Chairman offered to provide some prizes for the raffle.
- The cost of each event is £75 for the hire of equipment (which is being subsidised in the first year) and £25 for the hire of the Hall. This means that at an entry cost of £3, 33 people are needed to break even. Martin Compton is helpfully doing some research on the cost and quality of equipment should it become a possibility for the committee to invest in equipment. This would allow the committee to allow other User Groups to use/hire the equipment and may bring in income to subsidise the Film Society's future events. Peter Trew hitt is pursuing details of criteria for Lottery funding and possible amounts. The Treasurer was asked for some costs to support this potential grant application.
- *Finance Update* – Accounts are all healthy though there are a number of uncleared cheques and invoices to be processed. The Treasurer shared that the direct debit for the electricity is too low, however although this money has been put aside he will wait until a request is made to amend it.

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**MGP**

**MC**

**PT**

**EL**

**EL**

- *Bookings update* – The computer club has requested a charges review. It was agreed that £39 would be charged for the afternoon and evening session with immediate effect. The Bookings Secretary also requested that Stepping Stones let her know their start and finish dates. As there is no representative from Stepping Stones on the Committee Paula Lynam agreed to talk to Sue Marvin (390382) about both the dates and a possible representative for the committee. The Bookings' Secretary also shared that sometimes bookings are made but groups do not turn up. It was agreed that groups should be charged if this happens and this information should be made clear on the booking form. The Treasurer also suggested that for one off events (rather than regular users) that payment should be asked for up front.
- The secretary agreed to ring Helen Lidgett about booking forms.
- *Health and Safety Issues* – One of the heaters is not working. Arnold Chadfield is sorting it out. It was noted that we still have not received the Entertainments' Licence.

PLynam

AJ

AC  
SC

## 7. Building the Future

- Design and Planning Group update – Nia Linnell shared the outcomes from the latest meeting. Meetings have now been held with The Peak Park and the architect. Discussions have been around identified needs such as, the need for a survey, the need for a Project Manager and the need to start to consider funding. To this end the funding group will now start to meet and work closely with the Design and Planning Group. The Group have also started to explore the drawing up of a list of local skills/people so that wherever possible these outlets are approached first to support this project. The Group are now meeting fortnightly and redrafted plans should be available for the committee by April.

## 8. AOB

- There was a request that thanks were conveyed to the Horticultural and Historical Societies for sponsoring the first 2 films. (The 3<sup>rd</sup> film was sponsored by the Committee).
- The Secretary reminded all representatives to please let her know the representative for the next year before the AGM.
- The AGM date was changed from 22<sup>nd</sup> March to 21<sup>st</sup> March 2006. (8.00pm at The Memorial Hall)

ALL

**Date of next meeting**  
**Wednesday 7<sup>th</sup> March 2006 8.00 – 9.30pm**  
**The Memorial Hall**