

Parwich Memorial Hall Management Committee Meeting
8.00pm – 9.30pm 20th September 2006
The Memorial Hall
Minutes

1. Present

Janet Bainbridge, Arnold Chadfield, Betty Fentem, John Fuller-Sessions, Mike Gerard-Pearse, Amanda Johnson, Pauline Laycock, Nia Linnell, Ed Linnell Paula Lynam, Peter Trehitt, Bill Whitfield

2. Apologies

Sandra Chadfield, Stuart Chambers, Janet Gosling, Val Kirkham, Denis Laycock, Roger Mallard

3. Minutes of previous meetings

a) Minutes were signed off from meeting on 2nd August.

4. Matters arising

The Carbide (rather than acetylene) shed will in fact be rebuilt with slightly different dimensions if the re-siting of the sub station goes ahead as planned. Peter Trehitt suggested a plaque be made to put onto the side of the shed outlining its history. Peter offered to ask the Historical Society if they would do this.

PT

5. Day to Day Running

- *Parwich Cinema* – Peter Trehitt shared that the form for the bid was almost complete for funding for a projector, screen and for training in the use of the equipment. Peter then outlined the bid. He also shared that the Historical Society had offered £75 towards the project to show an early interest in the use of the equipment once it had been bought. Bill Whitfield was asked to approach the Horticultural Society to see if they wished to do the same. All other User Group representatives were asked to check out interest from their groups for future use of the equipment. Peter also suggested there should be a contingency fund of up to £500. It was agreed that all profits made after the first year of owning the equipment should be ring fenced to ensure that all subsequent repairs or costs could be covered. The Chairman, Treasurer and Peter Trehitt are to meet to check over the final bid to ensure there were no hidden costs. Martin Compton has been put down as a contact for the bid in case any information is needed whilst Peter and Arnold are away.

All

PT/MGP
/EL

- *Finance Update* – The Treasurer presented the up to date accounts, including a break down of revenue from all groups, alongside the number of bookings made in the period April 05 to March 06. (see sheet)
 - PO Account - £13662.27
 - Reserve Account - £4587.33
 - Current Account - £2545.15

Specifics issues

Accounts -- cheque received from DCC of £300 to support the advertising of the films for next year. Powergen continue to point out the direct debit is not high enough and do not change it. The Treasurer has accounted for this when it eventually is re-adjusted.

Hiring revenue proposal- The Treasurer then presented a proposal with regard to hiring revenue.

That in the Memorial Hall's financial year of January to December, any customer who has generated revenue beyond £1000 would receive a 50% discount on further bookings. The treasurer pointed out that this rewarded the high user, gave volume discount and hopefully may encourage higher use by some other groups. This would not be back dated prior to current year if the proposal was accepted by the committee. This was discussed at great length and then the Chairman asked for three questions to be voted on:

1. Do we want to give a discount at all? (8 for, 1 against, 3 abstentions)
2. At what level of revenue should the discount start? £1000? (8 for, 1 against, 3 abstentions)
3. What percentage discount should be given? 50%? (8 for, 1 against, 3 abstentions)

EL

WI - The Treasurer then offered a response to the issues raised by the WI at the last meeting along with the invoice breakdown sent to the secretary in between meetings. The Treasurer said that he was happy to respond to issues as they arose but felt it was difficult to resolve issues from up to a year ago when previous costings were in place and he was not the Treasurer. He also said he would be happy to discuss any errors in the last invoice directly with the WI Treasurer. This discussion brought about the need to define block booking. The following was agreed:

EL

10 or more slots booked at 1 time in a block at the current rates within a 12 month period (10 for, 2 abstentions)

It was also agreed that £21 would be refunded to the WI as a goodwill gesture as they had variably been charged as a block booking and then not so over the years.

EL

It was also agreed that a booking form should be drafted. The Secretary, Chairman, and Treasurer offered to do this for the next meeting.

MGP/EL
/AJ

- *Bookings update* –None
- *Health and Safety Issues* – The Secretary shared the Health and Safety Policy. The risk assessments are still to be done before this can be signed off.
- *The Entertainment Licence* – Notice was duly posted in the Parish Magazine and the full licence is now due.

SCham/
AJ

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7. Building the Future

- Progress is slow but steady. The ProHelp solicitor now has all relevant information and paperwork and is drawing up the Deed of Easement for the Right of Way.
- The re-siting of the sub station is being dealt with as a separate issue rather than as part of the new plans, as it was due to be updated anyway.
- The Design and Planning Group are currently organising a full meeting of all key partners for the end of October. This will include as a minimum Peak Park Planners, The Architect and the Highways Agency.

D and
PI Grp

8. AOB

- An update on the progress of the broadband issue to be put onto the next agenda as Janet Gosling was away.
- There was a request for all members to encourage people to attend the computer courses to ensure they were able to run. The contact is the Adult Education Centre in Ashbourne

JG

**Date of next meeting
Monday 13th November 8.00 – 9.30pm
The Memorial Hall**