

Parwich Memorial Hall Management Committee Meeting
8.00pm – 9.30pm 19th March 2007
The Memorial Hall
Minutes

1. Present

Janet Bainbridge, Arnold Chadfield, Sandra Chadfield , Stuart Chambers
Betty Fentem, John Fuller-Sessions, Janet Gosling, Val Kirkham, Paula
Lynam, Peter Trehwitt, Mike Gerard-Pearse, Jane Harris, Amanda Johnson,
Nia Linnell, Ed Linnell, Bill Whitfield, Welcome to Christine Duffell the new
representative for the Historical Society

2. Apologies

Denis Laycock, Pauline Laycock, Sue Mavin.

3. Minutes of previous meetings

a) Minutes were signed off from meeting on 5th December 2006 and 15th
January 2007.

4. Matters arising

None

5. Day to Day Running

- *Parwich Cinema* – The £10 000 grant has been received and thanks were given to Peter Trehwitt, Arnold Chadfield and Martin Compton for securing this funding. Sound systems are currently being looked at and researched to ensure any equipment purchased will be right for both the current Hall and the potential new Hall. Insurance is also being investigated. The film next month is “Nanny McFee”. Bill Whitfield offered to rejoin the cinema sub group.
- *Finance Update* – The Treasurer presented the up to date accounts, and the committee signed these off as ready to be presented at the AGM. (See sheet given out at AGM, and on file)
- *Bookings update* – March bookings were good and included the First Responders and Junior Tennis using the Hall at weekends. The new draft booking form was shared (see sheet given out at meeting and on file). It was agreed that:
 - Regular User Groups would sign the conditions once for a block booking.
 - Sandra Chadfield would check the activity list next to that on the Entertainments Licence.
 - There would be a separate form if alcohol was to be sold.
 - The Secretary would check the section on accidents and occurrences next to the Health and Safety Policy.
 - The information sheet would be given to individual hirers each time but User Groups only once.
 - If hirers want to book the Hall at short notice it is their responsibility to fetch and return the booking form.

MC/AC

BW

SC

AJ

- The key would be given to hirer when the booking form was returned. JG/EL/
MGP
 - The final detail on the form would be agreed by the Bookings' Secretary, The Chairman and the Treasurer and presented at the next meeting. SC
BW
 - *Health and Safety Issues* – Sandra Chadfield was asked for a copy of the Hall plan to attach to the Health and Safety Policy. Bill Whitfield is to follow up on the pegs that were taken down and on the stiff tap. BW
 - *AGM Arrangements* – Bill Whitfield agreed to manage the election of Officers
 - *User Group Representatives for next year* – The Secretary has already been informed of some changes, Historical Society- Christine Duffell, , Junior Tennis- Di Turnbull, Parwich School- Ed Linnell. All other Groups to let the Secretary know if there are changes at their AGMs. All
- 7. Building the Future**
- The Chairman shared that stage one of the Lottery bid was almost complete. At this point it would be sent to Helen Lidgett the Derbyshire Village Halls' Adviser, for checking. It would then be signed off by the Parish Council as agreed and submitted. The success of the bid will be communicated to all those who submitted a bid by August 2007.
 - Furniture and equipment needs – Nia Linnell shared the detail that was needed for the bid re furniture and equipment and that the design and Planning Group members would be visiting all User Groups in the next week to ask for a submission of their specific needs. NL/CD/
VK/LC
- 8. AOB**
- Jane Harris asked if the Hall had been booked on New Years' Eve as two people had tried to book the Hall and had been told it was already booked. The Bookings Secretary said no-one had tried to book through her, and that although she had originally booked the Hall this booking had been cancelled at the end of October. Stuart Chambers confirmed there were no bookings on the sheet for December. John Fuller Sessions suggested that in future on big occasions such as New Years' Eve all bookings are taken and then one booking pulled out of a hat two months before. It was agreed that this would be written into the new booking form as on all other occasions it is first come first served. It was also agreed that traditional bookings such as The Oddfellows on Wakes Saturday should be given priority. MGP/EL
/JG
 - Nia Linnell offered to deal with issues regarding cleaning raised by Trish Watson in a letter to the committee. NL/AJ
 - The Secretary agreed to check if Roger Mallard still has a key to the Hall. AJ

Date of next full meeting
Wednesday 25th April 8.00 – 9.30pm
The Memorial Hall

Agenda item - redecoration