

Parwich Memorial Hall Management Committee Meeting
8.00pm – 9.30pm 25th April 2007
The Sycamore
Minutes

Present

Welcome to Kerry Allsop, Janet Bainbridge, Jo Botham, Sandra Chadfield, Janet Gosling, Pauline Laycock , Mike Gerard-Pearse, Amanda Johnson, Christine Duffell

1. Apologies

Arnold Chadfield, Stuart Chambers, Betty Fentem, John Fuller-Sessions
Jane Harris, Denis Laycock, Ed Linnell, Bill Whitfield

2. Minutes of previous meetings

a) Minutes were signed off from the meeting on 19th March and from the AGM on 21st March 2007.

3. Matters arising

None

4. Election of Officers

All officers were willing to stand again. Pauline Laycock proposed that the committee agreed to vote all 5 officers in on block. Christine Duffell seconded this and the committee agreed unanimously.

5. Confirmation of User Group representatives

Those present confirmed they were still representing their groups.

6. Signing of the minute book

This was signed by those present. The Secretary to represent this at meetings until all representatives have signed for this year.

7. Day to Day Running

- *Parwich Cinema* – The Chairman asked if the Horticultural and Historical Societies were willing to sponsor a film this year. Representatives agreed to ask their groups. The next film is Miss Potter on 18th May. The Chairman agreed to supply some prizes. Pauline Laycock asked where the new equipment was to be stored. It was agreed to discuss this at the next meeting... Christine Duffell mentioned that the equipment may need security marking to protect from theft. The Treasurer is to be asked if the Hall insurance covers the cost of the equipment.
- *Finance Update* – None
- *Bookings update* – Easter bookings' were quiet, though May and June bookings are back up. The Booking Form is still to be finalised.
- *Health and Safety Issues* – It was agreed that 2 'flower' pots would be needed outside the doors for cigarette ends once the no smoking policy became law. It was agreed to ask Bill Whitfield if he could donate these.

BW/CD

AJ

AJ

**MGP/EL
/JG**

AJ

- *Redecoration* – It was agreed that the outside of the Hall would need re-decorating this summer. It was agreed that a new quote was needed and that the committee needed to agree how much of the work could be done by members and other volunteers. Christine Duffell and Jo Botham offered to loan the committee a scaffold tower for the job. This item to be re-visited at the next meeting.

BW

AJ

7. Building the Future

- The Chairman shared that stage one of the Lottery bid was almost complete and would be submitted by the 30th April deadline.

8. AOB

- The Secretary agreed to ask Roger Mallard for the return of the Hall key.
- It committee felt that Di Turnbull would be more than welcome on the committee even though the junior tennis club were not using the Hall at present.
- Pauline Laycock asked that New Year's Eve booking should revert to first come first served, though if this was cancelled the fee would be due unless the Hall was re-booked. This to be discussed alongside the other suggestion, at the next meeting.

AJ

**Date of next full meeting
Tuesday 5th June 8.00 – 9.30pm
The Memorial Hall**

Agenda item – First responders request for waiving of fee due to community commitment