

**Parwich Memorial Hall Management Committee Meeting**  
**8.00pm – 9.30pm 5<sup>th</sup> June 2007**  
**The Memorial Hall**  
**Minutes**

**Present**

Janet Bainbridge, Jo Botham, Sandra Chadfield, Arnold Chadfield, Christine Duffell, Betty Fentem, Mike Gerard-Pearse, Jane Harris, Amanda Johnson, Denis Laycock, Pauline Laycock, Ed Linnell, welcome to Di Turnbull ,

**1. Apologies**

Stuart Chambers, Janet Gosling, John Fuller-Sessions, Val Kirkham, Bill Whitfield

**2. Minutes of previous meetings**

a) Minutes were signed off from the meeting on 25<sup>th</sup> April 2007.

**3. Matters arising**

None

**4. 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.

**5. Day to Day Running**

- *Parwich Cinema* – The second season has now ended with equal if not better attendance than the first year. Although Derbyshire Film are encouraging us to run as a Film Society Arnold Chadfield felt that this was not necessary and the committee agreed. The last film was advertised in the Ashbourne paper and therefore attracted bigger numbers. Arnold shared that the screen, projector and speakers would be fixed within the Hall and the remaining equipment would be stored under the stage. He would check whether it was possible and sensible to chain this to stage structure for security. There was a possibility that a family film may be shown on the afternoon of 7<sup>th</sup> July. If not the films would restart in September. Arnold shared that the equipment was not difficult to use but that groups could have training if needed. Jane Harris suggested that insurance may be an issue with other groups using the equipment. The Treasurer offered to follow this up as he was redoing the insurance at this time. **AC**
- *Finance Update* – Current Account - £1819, Reserve Account - £4677, Savings Account - £13662. The Treasurer shared that the insurance would go up as the cost of rebuilding the Hall had increased substantially and there is now more equipment to insure. There are 3 outstanding invoices that are being chased. **EL**
- *Bookings update* –Janet Gosling had already fed back to The Chairman and Treasurer that she felt the booking form was fine. It was agreed that it needed an appendix to cover sale and consumption of alcohol. The Treasurer agreed to seek advice and draft this. Jane Harris also shared **EL**

that there needed to be a named person responsible for ensuring the no smoking policy was followed. The Chairman asked if she could pass on the correct form of words from the workshop attended. The Booking Form is still to be finalised before the next meeting.

JH/MGP  
/EL

- *Health and Safety Issues* – Denis Laycock and Jane Harris shared updated information about the smoke free laws. Denis agreed to draft an appendix to the Health and Safety Policy, and Jane agreed to follow up sending for the correct signage. The discussion was around making the policy no smoking on the Hall site and this would mean there was no need for ashtray flower pots. This will need to be written into the appendix if agreed at the next meeting
- *Redecoration* – It was agreed that the outside of the Hall would be re-decorated this summer. It was agreed that new quotes were needed. The Secretary and the Chairman offered to get quotes so the committee could consider these alongside Roger Cundy's original quote (plus inflation), Christine Duffell and Jo Botham shared that the decorating scaffolds were not available.

DL/JH

MGP/AJ

## 7. Building the Future

- The Chairman shared that:
  - Stage one of the Lottery bid was complete and the bid had been submitted by the 30<sup>th</sup> April deadline, with the original Julian Marsh presentation plans. However it was also stated in the bid that there was an acknowledgement that the costs of these plans was too high and the costs in the bid (£879 000) represented a £500 000 build cost plus inflation and contingency. This represented a fulfilment of Option 3 from the 2004 vote.
  - There will be notification by the end of August 2007.
  - That a development grant request had been included in the first stage.
  - That stage 2 would need to be submitted by May 08
  - That planning permission would need to be sorted by then alongside plans to fit the costings submitted.
  - That there would be notification of success or otherwise about the bid by November 08.
  - That work would then start on the New Build in April 09.
  - That the fund raising group were now exploring support from sponsors and other available grants.
  - That MGP would join the Design and Planning Group and AJ would join the funding Group to ensure effective communication back to the committee.

Some committee members asked if the Chairman would go over the bid to explain its contents. A date was agreed for this. The Secretary agreed to send an electronic copy to these members.

MGP  
AJ

## 8. AOB

- Di Turnbull mentioned the stage picture of the flats painted by Jack Skellern and asked that this be preserved. Denis Laycock agreed to follow this up with the Carnival and Recreation Committee.
- Decisions re the New Year's Eve booking will be made at the next meeting.

DL

AJ

- The committee agreed that the request from the First Responders to waive a booking fee could not be met as this would set a precedent for other community groups. The Secretary would let First Responders know.
- Arnold Chadfield has the spare key left at the shop by Roger Mallard

**AJ**

**Date of next meetings**

- **Tuesday 26<sup>th</sup> June 8.00 – 9.30pm (PLEASE NOTE THIS HAS BEEN CHANGED FROM ORIGINAL AGREED DATE OF 27<sup>TH</sup> JUNE) The Memorial Hall. Agenda items Smoke free appendix and redecoration quotes**
- **15<sup>th</sup> August – 8.00 – 9.30pm. The Memorial Hall. Agenda item, final booking form**