

**Parwich Memorial Hall Management Committee Meeting**  
**8.00pm – 9.30pm 26th June 2007**  
**The Memorial Hall**  
**Minutes**

**Present**

Kerry Allsopp, Janet Bainbridge, Jo Botham, Sandra Chadfield, Arnold Chadfield, Stuart Chambers, Betty Fentem, John Fuller-Sessions Janet Gosling, Mike Gerard-Pearse, Jane Harris, Amanda Johnson, Denis Laycock, Pauline Laycock.

**1. Apologies**

Christine Duffell, Stuart Chambers, Janet Gosling, Ed Linnell, Di Turnbull, Bill Whitfield

**2. Minutes of previous meetings**

- a) Amendment to the figure stated as the costs in the bid from £879 000 to £754 000
- b) Minutes were signed off from the meeting on 5<sup>th</sup> June 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**

- *Health and Safety Policy* – Jane Harris to put up No smoking signs on Friday 30<sup>th</sup> June. Denis Laycock presented draft smoke free appendix to Health and Safety Policy. It was agreed that smoking and non smoking User Group representatives needed to approve this. User Group representatives were asked to share this with groups. It was agreed that smoking would be allowed outside though still on the premises and Denis Laycock offered to order an external ashtray (the key to this would be hung with the shed key in the kitchen). Jane Harris offered to empty this if Trish Watson was not happy to do so. The appendix will include guidance on what to do if there is non-compliance. This form of words to be shared with the Bookings' Secretary so they could be added to the Booking Form. This form is to be updated as soon as possible and trialled with immediate effect. The appendix will be reviewed after a year particularly in relation to smoking being allowed outside on the premises. Denis Laycock agreed to make the amendments to this policy and let the Secretary have it to add to the Health and Safety Policy.
- *Redecoration* – Roger Cundy's quote was accepted at £1712. The Secretary agreed to arrange for this to be done. It was agreed that the colours should remain the same.

**All**

**DL**

**EL/MGP**

**DL/AJ**

**AJ**

## **7. Building the Future**

- The Chairman shared that:
  - We had cleared the clerical stage of the bid process after receiving 2 requests for clarification on the form.
- The Secretary shared that:
  - The Funding Group were currently trawling available grants for eligibility criteria.
  - That the Group were starting to look for large grants only in the first instance.
  - That the Deed of Easement for the Right of Way document had been received from the solicitors.

## **8. AOB**

- It was agreed that booking the Hall for New Year's Eve would be on a first come first served basis and if this was cancelled the fee would still need to be paid even if the Hall was re hired.
- It was also agreed not to loan out the Tombola drum as it may be needed for Wakes week. This led to a general discussion about loaning out Hall property and it was agreed that it should only be lent out to groups and people within the Parishes. The Bookings' Secretary was asked to just use her discretion about loaning equipment out, in relation to when and if it is, or maybe needed in the Village.

**Date of next meeting**  
**15<sup>th</sup> August – 8.00 – 9.30pm. The Sycamore.**  
**Agenda item:**  
**final booking form**