

**Parwich Memorial Hall Management Committee Meeting**  
**8.00pm – 9.30pm 25<sup>th</sup> September 2007**  
**The Memorial Hall**  
**Minutes**

**Present**

Sandra Chadfield, Stuart Chambers, Christine Duffell, John Fuller-Sessions, Betty Fentem, Mike Gerard-Pearse, Janet Gosling, Jane Harris Amanda Johnson, Pauline Laycock., Ed Linnell, Di Turnbull, Bill Whitfield

**1. Apologies**

Jo Botham, Arnold Chadfield, Denis Laycock

**2. Minutes of previous meetings**

a) Minutes were signed off from the meeting on 15<sup>th</sup> August 2007.

**3. Matters arising**

It was noted that one car was still being parked in the Hall car park regularly. Bill Whitfield offered to follow this up

**BW**

**5. Day to Day Running**

*Health and Safety Policy including Smoke free policy* – This was not available. The ashtray is still to be ordered. All to be discussed on the next agenda. Trish Watson was not asked to do the painting as it was not felt to be appropriate. Roger Cundy has been thanked for his prompt painting of the Hall. A question arose as to whether contractors needed their own public liability insurance. The Secretary offered to check this for the next meeting in the Health and Safety Policy.

**DL**

*Bookings' Update* – The Treasurer shared the updated booking form. It was agreed that this should be put into use, (30 copies to be printed in the first instance) though there were still amendments to make.

**AJ**

These included: issues re the block booking reference regarding the definition of attendants; the detail of appendix 1. It was agreed that advice needed to be sought, from the Derbyshire Dales District Council Representative (Eileen Tierney) who attended a previous meeting, about the licensing wording. Bill Whitfield asked that bookings from outside parties be checked out with the committee first to ensure any known troublesome groups could be refused.

**EL**

**JG**

Treasurers Report – The Treasurer reported that:

- There was £2016 in Current Account, £4722.23 in Reserve Account and £13662.27 in the PO Account.
- That there were still one 2 large invoices outstanding. The Chairman was going to follow this one up and the Treasurer the other. (John Fuller-Sessions suggested payment up front where possible to solve these issues)
- That he is to meet with Stepping Stones representatives to agree a payment plan. Jane Harris has offered some advice to them as to where funds may be sought.

**MGP**

**EL**

The Bookings' Secretary reported that bookings were average for the time of year.

**7. Building the Future**

- The Chairman shared that:
  - The BLF representative had asked for further clarification such as the capacity of the committee to fulfil the project and the progress of the funding group.

- That we were still in the running to get through to stage 2 of the bid.
- That we should hear by the end of December 07.
- That if we get through to stage 2 we have 9 months to sort out planning permission.
- That the PC is being very supportive and is currently discussing how it can help reduce potential VAT costs on the new build. Jane Harris asked that Brian Beasley pass on the request in writing asap. The Secretary agreed to pass this on. AJ
- That the Design and Planning Group were working on plans approximately 200 – 225 square metres which would make the new build 30% larger than the current Hall, at an approximate cost of £775000 (this is in line with the costs put into the BLF).
- The Secretary shared that:
  - Peter Trehitt with support from Mike Atkinson was progressing with the website after attending a Progress group meeting to share preliminary ideas. The aim is to encourage sponsors and outside contributors to the site and have the home page live by the end of November.
  - There was still a need for someone, or a small group to co-ordinate the Village PR around the project. It was agreed that this group probably needed to start in earnest when the outcome of stage 1 of the bid was known (January 2008). Committee members all agreed to consider who might be able to take on this role and bring ideas to the next meeting. It was also suggested that a newsletter be circulated outlining the progress to date and asking for volunteers for this group. This to be circulated possibly in December. Another suggestion was a social event to share and celebrate progress at an appropriate time. Bill Whitfield suggested we consider another Open Meeting if we progress to stage 2 of the BLF. (January 2008). ALL/AJ  
AJ

## 8. AOB

- The Bookings' Secretary shared that the piano had been loaned out for Jo Matthews wedding, and in return they had had it tuned.
- There was a reminder that all User Group representatives should share committee minutes with their groups to keep them up to date with progress.
- Di Turnbull offered to manage the weeding around the outside of the Hall.
- Thanks were given to Steve for mending the wall under the notice board.
- Sandra Chadfield shared that the first film would be on second Friday in October.

**Date of next meeting**  
**3<sup>rd</sup> December – 8.00 – 9.30pm. The Memorial Hall.**  
**Specific agenda items:**  
**Smoke free appendix**  
**Amendments to booking form**  
**Possible members of PR group**  
**newsletter**