

**Parwich Memorial Hall Management Committee Meeting**  
**8.00pm – 9.30pm 12<sup>th</sup> March 2008**  
**The Memorial Hall**  
**Minutes**

**Present**

Jo Botham, Arnold Chadfield, Sandra Chadfield, Liz Edge, Janet Bainbridge, John Fuller-Sessions Mike Gerard-Pearse, Amanda Johnson, Val Kirkham Denis Laycock, Ed Linnell Bill Whitfield

**1. Apologies**

Betty Fentem Stuart Chambers, Janet Gosling, Jane Harris, Pauline Laycock, Di Turnbull

**2. Minutes of previous meetings**

a) Minutes were signed off from the meeting on 5<sup>th</sup> Feb. 2008.

**3. Matters arising**

None

**4. Day to day running of the Hall including:**

**Parwich Cinema** – “Atonement” in January, had a high number of people attending and made £175 profit. “Elizabeth” in February had 40 people attending. The next film is “Ratatouille”. Nobody has yet been trained to use the equipment. The grant has now been fully used and signed off. The remaining funding has been put aside for a spare bulb.

**ALL/  
MGP**

**Booking Form feedback** – The school and the Vicars wife have returned the form. A set of booking forms will be brought to the next meeting to give out as all user group representatives will need to fill one in. Booking form to be revisited after Easter.

**MGP/EL**

**Finance Update** – See financial statement attached. £2,191.73 in current a/c. £4,767.74 in savings a/c. £14,700.05 in Post Office Savings a/c. The Chairman to asked the Treasurer for an analysis of User Groups.

**Cleaner** – Lucy Burlinson has now started cleaning the Village Hall in line with The Contract for Services dated Feb. 2008. The Secretary has requested that Roger Cundy examines the Hall floor in order to provide a quote for restoration of the surface, and the time the Hall would be out of action over the Easter Holiday's. It was also pointed out that it was important that the surface of the Hall did not become slippery. Once the floor has been restored, Lucy would use the polisher to maintain it.

**AJ**

**AJ**

**Equal Opportunities Policy** - The Secretary shared that this was needed for the Memorial Hall and a draft would be presented after Easter.

## 5. Building the Future

**BLF Bid** – The Chairman shared that the payment system for the development grant is now ready for us to claim expenditure. This will have a rapid enough turnaround so that The Memorial Hall will not have to pay out on any invoices. The steering group are working their way through the BLF bid form and ensuring that all sections can be filled in.

**Funding Group** – Brian Beasley has attended a workshop on VAT and is still exploring this issue. It was suggested that we have a “Project Notice Board”, the Secretary said she would investigate. The Secretary shared a draft letter from Patti Beasley which could go to all villagers to request their involvement in The Project through fundraising events. This included a list of suggestions. It was agreed that this was a good idea, as long as it was made clear that this was a “one off” fundraising year and we were not suggesting they should divert their energies from their regular fundraising. The Secretary shall feed back to Patti Beasley (Publicity and Communications) and the letter will be discussed at the next Steering Group meeting to arrange a date to launch this. Jane Harris offered to deliver the letters.

**AJ**

**AJ**

**PB**

**JH**

**Design and Planning Group** – There has been a meeting with the architect. The Chairman and the Chair of Design and Planning Group have been to “The Ecobuild Exhibition”, in London to investigate ideas for the new Village Hall. The Chairman has also met with the CEO, The Head of Planning, and The Planner from The Peak Park to gain their views and support re the timescales and possible plans for the new Hall. This was a very productive meeting and they were largely in agreement with plans so far. A traffic survey has been undertaken, due to request from The Highways Agency. The Certificate of Title for Memorial Hall land has been sorted out by Lynette Coyne, and is being confirmed by Land Registry. Val Kirkham is temporarily withdrawing from the Design and Planning Group due to personal reasons. The Chairman thanked her for her time. Christopher Duffell has been asked to join the group due to his experience with The Highways Agency. Arnold Chadfield asked about the timescale of events. The Chairman shared that it was hoped to submit the bid by August 2008, by which time planning permission would be in place, for a BLF decision by March 2009 so that building work could commence in summer 2009. It was agreed that The Committee and User Groups needed to more formally consider how to house User Groups whilst the new build was taking place. Val Kirkham mentioned that the Methodist Chapel would not be able to be used as it was closing The Secretary agreed to put this on a future agenda. Bill Whitfield suggested a marquee could be used. The secretary made another request that the User Group representatives carry out a “skills audit” on their committee members in the first instance.

**All/AJ**

**All**

**Website/weblog** – The secretary shared that there would be a short presentation at the AGM to show that this was up and running.

## 8. AOB

- There was another reminder that all User Group representatives should share committee minutes with their groups to keep them up to date with progress.
- The subscription to maintain the Village Hall’s adviser will be £35, it was agreed that this would be paid.
- The Secretary shared the “Calor Derbyshire Village of the Year 2008” letter. It was agreed this should be passed on to the Parish Council.

**ALL**

- Ed Linnell has the key which used to be kept in the village shop.
- Val Kirkham suggested that the frog spawn should not be kept in the kitchen. The Steppingstone's Representative said they would pass this on.

**JB/LE**

**Date of AGM**

**19<sup>th</sup> March - 8.00 – 9.30pm. The Memorial Hall**

**Date of next meeting**

**Wed. 23<sup>rd</sup> April 2008 – 8.00 – 9.30pm. The Memorial Hall.**