

# MINUTES OF A MEETING OF THE FRITHELSTOCK VILLAGE HALL MANAGEMENT COMMITTEE

26th MARCH 2015 AT 7.30PM

Present: Adrian Green (Chairperson), Derek Raymont, Michael Stokes, Roger Hunkin, Peter Hutchings, Gale Riddell, Eileen Brown, Arthur Poole, Terry Warrington, Marcelle Paton-Smith

In attendance: Lizzy Hunkin (Secretary), Sylvia Debnam (Treasurer), Maureen Poole (Deputy Bookings Secretary)

1. Apologies: Melanie Goldman, Mackie Poole, Jean Short, Colette Henerty

Mel is happy to continue in her role as Vice-Chair, unless anyone wishes her not to whilst she is living outside the Parish.

2. Resignation of Sheila Weeks as WI representative.

The WI has not as yet nominated a replacement for Sheila. It will be raised at their forthcoming AGM.

Representatives for the Parish Council are to be nominated after the May meeting of the Parish Council and so it was agreed that the Parish Council representatives should remain in office beyond the AGM until the Parish Council meets again.

The AGM of the Parish Council is to be held on 19th May 2015.

The AGM of the Village Hall Management Committee is to be held on 21st April 2015.

3. Approval of prior Minutes

Minutes from two previous meetings were approved.

4. Matters arising from Minutes (not covered by Agenda items):

The damp at the rear left hand side of the hall and in the corridor has not yet been dealt with.

Changes to the Village Hall Constitution are still in progress. Adrian is awaiting word from the Charities Commission. There is no urgency in this matter but the change will enable the Management Committee to apply for further grants.

Improvements to the kitchen have been made, including a new shelf which was fitted by Gareth. The wall behind the cooker is yet to be redecorated. It was asked whether there were any other ideas for improvements to the kitchen area but none was suggested. Maureen Poole noted that the mould in the corridor has not worsened. It was agreed that it would be worth lifting the lino to check that the drain is not blocked. The damp has reached about knee height but spread no further. Terry Warrington suggested having the damp areas inspected independently. Adrian will arrange for a surveyor to look at the building fabric as a whole.

Adrian presented a copy of the thank you letter he had written to Peter Hutchings, on behalf of the Village Hall, thanking Peter for resurfacing the rear car park. Peter very kindly carried out the work without charging for his time. The overall cost of the work done was £721.40.

The second road-side Noticeboard is on order and will have details of regular activities.

#### 5. Clash of activity classes and Parish Council meetings

Pat Blosse, the Parish Clerk, is to email Elaine the dates and times of the Parish Council meetings.

#### 6. Sub-Committee on Hall Fabric Improvements

As Marcelle did not wish to continue with this exercise Adrian has agreed to work with Rob Daniels as an informal sub-committee to focus on improvements to the fabric of the village hall building.

Rob Daniels is to look at the physical issues i.e. power, etc, while Adrian will focus on the financial side, e.g. grants. Rob will write a report with his proposals which will then be presented to the Management committee for consideration.

Adrian asked if anyone present could recommend a surveyor. None was suggested so Adrian will ask Rob who his builders recommend. Michael Stokes suggested we ask the architects used previously who they might recommend.

Other issues: Arthur Poole mentioned that the grids in the car park, outside the main door (against the wall) are blocked. (Subsequent to the meeting Adrian cleared three bucket loads of silt out of the drains but they need rodding which he will organise.)

The car park wall is still due to be repaired (part of Fabric Improvements).

Maureen Poole mentioned that she thinks there are mice in the loft space. Adrian is to put down poison.

Maureen also mentioned the broken blind in the skittle alley - it has become unravelled from the roller - Sylvia is to ask Dave Debnam if he could fix it.

## 7. Best Kept Village Competition

Roger Hunkin mentioned that the village has been entered into the competition. (Subsequent to the meeting, it appears that the relevant paperwork must have gone astray, as the village has not been entered into this year's competition).

The Management Committee considered how the village hall could be enhanced in order to help the village's chances in the competition; suggestions were: to look at last year's report; to keep the noticeboards up to date; to keep the place tidy. It was noted that the benches have been painted and the mess at the back of the village hall tidied up.

Maureen also noted that the tarmac in the car park needs to be brushed. When cars turn, the chipping are pushed towards the field wall which leads to bald patches; these need to be raked. Adrian is to look at the matter in daylight.

## 8. Marquee

The basic cost of a new marquee is £999.00. This is to be purchased by the Parish Council and the Playing Field Committee will also donate £200 towards the cost.

The old marquee has been sold to Terry Warrington for £200.00. (As Terry is also a trustee, another bidder, Clare Wilson, had to be involved.) The proceeds of the sale will go towards accessories for the new marquee, such as ground pegs, ratchets and a canopy bag.

The new marquee is a Gala Tent, measuring 6m X 12m and was the most cost effective option. It is to be stored by Steve Beer. As regards storage, unless it

comes with its own storage facility, it was suggested that either it could be stowed away in pipes or someone could be asked to make a box.

#### 9. Trophy Cabinet

The option to remove the window at the rear left of the hall and replace with a cabinet is not cost effective although it may be possible to get a more reasonable quote from someone else. Another option is to remove the dartboard and replace it with a cabinet. Adrian has a glass fronted cabinet which he is willing to put in place of the dartboard in order to see how it works. A cabinet in this situation would have to be removed when the stage is in use.

#### 10. Other expenditure

Adrian has bought a standalone PA system (microphone and speaker) to use in the Skittle Alley. It works both indoors and outdoors and cost £169. It is a simple system to use and will be tried out at the Quiz night.

The Village Hall has had a quote from Glyn Brown re. purchase and installation of two hand dryers in the toilets, the costs range between £1112.00 and £420.00. The Village Hall committee agreed that Adrian should approach the Balsdon Trust for a grant which would then enable the Village Hall to purchase and install the better quality dryers.

It was suggested that a large screen TV (60" or larger) could be a useful purchase for the Village Hall.

As the local pub is not interested in screening sport, the opportunity is there to show live sporting events and have the bar open; this could be a profitable opportunity.

The TV could be on a trolley so that it could be moved about to serve many purposes. It could also be used for Power Point presentations and would be Wireless Enabled.

Other than the purchase price, other costs would be limited to TV licence fee and Pay on Demand TV (a cheaper option than Sky).

Mark Goldman is to look at the technical side of things and present the options. The greater the functionality, the more use the device would get.

Adrian suggested a budget of up to £1000.00 with a possibility of a grant. The money should be recouped in bar takings.

## 11. Flashing speed sign

It has been suggested that the optimum site for the flashing speed sign would be next to the 2nd noticeboard on Village Hall property, mounted on a post.

The sign could be wired into the main switchboard but this would mean long lengths of cable either to be buried, to go overhead or to be fixed around the outside of the carpark. The Parish Council needs to obtain a number of quotes for comparison.

Mike Stokes confirmed that a solar power option had been considered but is too expensive. He also suggested mounting the sign onto the lamp post and tapping into that power supply. The Parish Council might then pay an annual fee of £100.00 to the DCC; this could be negotiable. It would be a cheaper alternative to laying cable.

Mike Stokes has already approached the DCC on the matter and Mackie Poole has spoken to Glyn Brown. Roger Hunkin raised the issue of the water pipe which comes across the main road which could be a problem if laying a cable.

## 12. Broadband for the hall

Adrian raised the possibility of installing broadband for the village hall. Using Wild West, a download speed of up to 24mb could be achieved. A direct line of sight to Buckland Brewer church or to Fullabrook is a requirement. The cost of installation would be £200 - £ 300. There would be a very small cost for electricity but no usage charge as Wild West provide the service free to Village Halls as a community initiative.

## 13. Entertainments Committee

Following the need to cancel last year's Christmas event, Marcelle said that the Entertainments Committee has already now set the date for the next Christmas do.

Forthcoming events (2015): Quiz (Saturday 28th March)

Scrumpy Stroll (24th May)

Music Festival (20th June)

Christmas Event (18th December)

Marcelle asked for ideas for an event in October.

#### 14. Financial information from Treasurer

The account balance is £10,596.50.

There is still £500.00 credit on the electricity account, owing to a previous mistake by SWEB to do with reading meters the wrong way round. The meters are now being read correctly.

A major contributor to the Hall's finances is Elaine Grylls (Pilates) who has paid £1146.00 to date.

There are still a few bar bills to come in but the overall balance is looking healthy.

#### 15. Rear Car Park for additional parking

Parking for some residents of Frithelstockstone is difficult and has necessitated parking on Hele Lane. This has caused congestion and raised safety issues. It is therefore considered that there is a need for some additional parking which the village hall could provide.

Steve Beer has stated that Betty Beer, whose property adjoins the village hall, has no objections to this.

The village hall would only be liable if it were negligent.

A decision would have to be made on the following:

Number of vehicles permitted (numbers would have to be limited). Gale Riddell pointed out that restricting numbers would be difficult and Adrian suggested that it would have to be advertised on a 1st come 1st serve basis though this could be flexible at peak times, e.g. Christmas, in order to avoid bottle necks in the village.

Charges - an annual sum would have to be agreed. £10 per month was suggested.

A draft agreement would have to be drawn up so that when both car parks were needed for a function, advance notice could be given to the owners of the vehicles.

A 12 month trial could be carried out. It was agreed to proceed on this basis. Adrian agreed to draft the necessary paperwork.

## 16. Insurance Renewal

Lizzy Hunkin has two quotations for insurance. She will choose the best option, once the third quote has been received.

## 17. A.O.B

The Playing Field AGM is to be held free of charge in the village hall.

BBQ storage. It was discussed whether to purchase secure storage for the BBQ. This could also be useful for storing the marquee and other equipment which is distributed about the village. Adrian will look into the options.

## 18. Date of next meeting

The date of the next meeting is Thursday 2nd July 2015, 7.30pm. Maureen Poole has booked the hall provisionally.