

MINUTES OF A MEETING OF THE
FRITHELSTOCK VILLAGE HALL MANAGEMENT COMMITTEE

20th MARCH 2014 AT 7.30PM

Present : Adrian Green (Chairperson), Mackie Poole, Roger Hunkin, Michael Stokes, Derek Raymont, Arthur Poole, Gale Riddell, Steve Beer, Peter Hutchings, Sheila Weeks, Jean Short.

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

1. Apologies: Melanie Goldman, Eileen Brown, Terry Warrington.
2. Approval of prior Minutes. The minutes of the meeting of 20 February 2013, having been circulated were taken as read and with the minor correction of the name Glyn to Dave Debnam were approved and signed.

Adrian noted that Arthur Poole had mentioned to him that he felt that there should be more meetings and it was agreed that there should be at least two each year. Adrian proposed that there always be one in March shortly before the AGM and one in late September/ early October with ad-hoc meetings as the need arises. There was general agreement.

3. Matters arising from minutes of 20 February 2013.

- (a.) Governance issues - see separate Agenda item 5.
- (b.) Overhead heaters - rather than replacing just one, all the remaining five were changed at a cost of approximately £1,200.
- (c.) Maintenance - Back up dehumidifier donated by Adrian.
 - Glyn Brown has scheduled the PAT testing for a first week of April when installing kitchen equipment.
- (d.) Minor maintenance - The buffer wood in the storeroom was done by Dave Debnam.
- (e.) Web-site - there is still a lack of 'photos of recent events at the Hall so if anybody has some, please provide them to Richard Joseph.
- (e.) The additional 'No dogs' sign was put up on the wall near the rear car park. Already showing signs of wear so Adrian will re-do.
- (f.) Pop-up gazebo was purchased for £200 and an attempt was made to use it at the Music Festival. It was one of the windiest evenings of the year so it had to be taken down but will be in use this year. A replacement gas BBQ was purchased in the end of season sales. Cost £200.
- (g.) Solar panels are still an open item. Although the feed in tariff has reduced so has the cost of the panels and the efficiency is greatly improving. The project is not something we can afford to do without significant grant aid. Glyn Brown

quoted for three different systems : 16 panels ie a 4kw system was £6800; 26 panels ie 6.5kw £10,600; and 28 panels (which he thought was a bit of a tight squeeze on the roof area) ie 7kw was £11,340. Another comparable quote for the larger system was £12,000.

There is still a roof structure issue. None of the people who have provided quotes said anything about the roof but the grant-awarding bodies require that the roof has a life at least equal to the period of the feed-in-tariff (20 years). Some do not give grants where the roof is non traditional materials - basically meaning it has to be a slate roof. The quote obtained for doing the south facing roof itself was £13,600. This therefore remains an ongoing issue.

(i.) Rowing Club and the Defibrillator. At the last meeting this was a Village Hall item but subsequently the Parish Council decided that a better site for the Defibrillator would be in the old phone box. No objection is raised to that so the project has been handed over to Mackie Poole. Sylvia still looks after the money that the Rowers have raised to date, which is £764.

(j.) The portable toilets cost £720 as disclosed in last years financial statements and have proved very useful. Thanks to Steve Beer for the arrangements.

(k.) Car Park boundary wall. Adrian confirmed that he had spoken to Brian Hutchins about quoting for the job but before that could be arranged somebody had put the stones back. Mackie Poole confirmed he had done it but after discussion it was determined that more work still needed to be done, particularly on the side wall where the stones are falling into the field. Adrian to progress.

(l.) the damp problem in the west facing wall of the Hall. Adrian got his decorators to sugar soap / PVA and paint internally with bathroom paint and to paint externally. Appeared to do job but excessive rain over winter months means still some damp penetration. If problem persists external wall to be treated with a Ronseal type water repellent product.

(m.) Key holders. To add to the list. Marcelle Paton-Smith and Michelle Brooks. Adrian thanked Sylvia for taking over the job of doing the outside Notice Board as Michelle was too busy and may leave the village. Sylvia confirmed she has Michelle's key and will give to Pat Blosse, Parish Clerk, so that he has one.

4. Confirmation of decision made by circular email.

No objections had been made to the proposals in the email. Copy attached forms part of these Minutes.

5. Update on change to constitutional document.

Still with the Charity Commission. They have confirmed that most of desired changes can be done under statutory provisions. Minor things require their consent. Proposed to make changes at the AGM.

6. Composition of Committee.

Adrian stated that there was some confusion at the last AGM because it appeared that Steve Beer proposed that Marcelle Paton-Smith should be on this Committee. But that could only have been as an Elected member and as there can only be five Elected members someone else would have had to stand down, which they didn't, or there had to be a vote, which there wasn't. Effectively she wasn't elected. So the proposal at that meeting has been construed as a proposal that she continue as the Chairperson of the Entertainments Committee, which she has done.

Adrian proposed that after amending the Constitutional Document at the AGM a resolution be passed changing the number of Elected members to SIX and that Marcelle's name is then added to the other five being proposed for election. Everyone was in agreement.

7. Consistency of members names for reporting purposes.

Adrian reported a minor matter which was that on the Charity Commission website it should be possible to click on a Trustees name and see a list of other charities for which they act. This isn't working because of inconsistent spelling of names. Lizzy Hunkin to address.

8. Combined Village Meeting (ie. our AGM).

Adrian asked if all representative members could confirm that they were still their organisations nominees for confirmation at the AGM. All confirmed that they were.

Adrian proposed that at the AGM the Committee elect the Chairperson and the Vice Chairperson for the forthcoming year otherwise there is technically a hiatus until we have another Management Committee meeting. All agreed.

9. Update on new kitchen equipment.

Adrian confirmed that the range cooker and dishwasher have been purchased, paid for and delivered and we are just waiting for Glyn to do the electrical installation, which is scheduled for the first week of April. At that time he will also put in an extra socket behind the Bar and PAT test all the portable electrical equipment. A list of the items to be tested had been agreed with Maureen. Once the electrics are done Colette will plumb in the dishwasher and Gareth will adjust the worktops as necessary.

10. Skittle alley heaters.

One is not working. Adrian will get Glyn to look at it but asked whether mem-

bers thought it worth getting a quote for more efficient heaters in the alley. Gale Riddell and Arthur Poole thought that wasn't necessary, that the alley warmed up quickly enough and if the faulty heater couldn't be fixed it should just be removed and not replaced.

11. Best Kept Village Competition - 2013 comments related to Hall.

Adrian noted the comments made about the Hall and confirmed that he had painted the benches. Arthur didn't know what the comment about the heap of gravel referred to as there wasn't any there now. Brief discussion as to what else could be done to enhance appearance of Hall but other than maintaining external paintwork in good condition there didn't appear to be much else that could be done. Mike Stokes suggested that some form of lighting in the rear car park might be useful, as it is sometimes very dark. It was mentioned that there were motion sensitive lights but they may have been switched off. Adrian to check and if necessary get quote for additional lights.

12. Other maintenance issues.

a) Adrian mentioned that Arthur found active wood worm in the attic above the entrance lobby and toilets. As it was urgent Adrian got his decorators to treat the wood and whilst they were on site got them to wash down and paint the skittle alley walls. Labour cost £120.

b) the blinds in the Hall windows were very shabby so Colette bought new ones and put them up. The cost was approximately £80

c) Maureen had noticed that the glass in the left-hand of the two large Village group pictures has been badly cracked. Jean Short agreed to take to framers and have reglazed.

d) Adrian mentioned that Maureen currently contacted him about maintenance issues however he was probably not the best person as he has a loathing of DIY. Suggested that another member of the Committee might act as a liaison with Dave Debnam on the minor jobs and organise tradesmen for any other jobs. After discussion it was apparent that nobody wanted to take on this task and Sylvia suggested that Maureen contact Dave directly and if it wasn't a job he could do he would liaise with Adrian.

It was noted that Dave had put a handle on the inside of the main door; replaced the broken handle on the interior door. Adrian mentioned that there was a light bulb out above the bar (special type of bulb) and two cracked panes of safety glass in the internal doors.

13. Additional storage requirements.

Adrian reported that the storage situation was far from ideal, part of the problem being the pilates balls but we do want to accommodate them. Sylvia confirmed that Elaine made a significant contribution to the Hall rentals. Adrian confirmed also that Tony Sanders had asked if there was anywhere that the Rovers could stow a rowing machine. Adrian had looked at the possibility of a lockable shed in the rear car park but this would cost a minimum of £1000, would not be par-

ticularly convenient and might have security implications. The other possibility was to hold Committee meetings in the main Hall and to use the existing Committee Room for storage whilst preserving the fire exit route.

Jean Short confirmed that when there was a catered meal the room was useful for putting out the desserts because there was no room in the kitchen. Adrian suggested that if the tables were stored in the room then they would be in use at any meal which would free up the space for desserts. There was a general discussion which was in favour of using the room for storage and against the idea of a shed.

The point was raised about Meetings when the Hall was booked and there was a general discussion about the undesirability of having two things on at once anyway, such as the recent Parish Council meeting that clashed with a skittles match. Jean Short, Mackie Poole and Arthur Poole agreed to liaise on dates to avoid conflicts.

It was agreed that a long rack would be installed along the wall for Pilates balls, the tables and other items as convenient, moved into the room.

14. Trophy cabinet.

Terry Warrington had asked whether there was somewhere in the Hall that could be used to display the bell-ringers trophies and other symbols of success by organisations in the village. This had been discussed with Maureen but no solution decided upon. After general discussion it was decided to wait until it could be discussed further at a meeting attended by Terry.

15. Other projected expenditure.

Two items currently proposed. Two white boards, one on the end wall to be used for quiz scoreboard etc. and the other to the left of the storage cupboard door for when the WI has talks. These would cost £126 in total (excluding VAT). Secondly, some high level cupboards to go where the shelf is in the kitchen to give more storage. Either of these items could be bought by the Parish Council and gifted to the Hall and the PC can then recover the VAT. Mackie Poole said that if it wasn't possible to exactly spend the agreed Parish Council donation a small under or over spend could be carried forward. It was agreed to go ahead with both purchases and ask the PC to gift whichever one was most appropriate.

Arthur Poole said that he thought it would be useful if the rear Car Park could be stripped of turf and given a hard surface of scalpings or chippings which would make it much more usable in winter. Adrian confirmed that the funds were available for the project if someone was prepared to take it on. Peter Hutchings said that he could be of assistance and after some discussion it was agreed that between them Peter, Mackie Poole, Roger Hunkin and Steve Beer would get the job organised once there was drier weather.

16. Charging policy when charitable use of Hall.

Adrian reported that when the Rowing Club had a record challenge, and raised

money for the Defibrillator Fund, Jean Short had asked whether they should be charged for using the Hall. Adrian had made the unilateral decision that they shouldn't be, when there was a principal charitable purpose, and had also said that the Quiz night for Parkinson's disease shouldn't pay for hire of the Hall either.

Adrian proposed that a formal policy should now be agreed going forward. Jean Short said that she had expected to pay Hall hire for the recent Parkinson's lunch and Adrian said that he felt that where the Bar was in use, from which the Hall profited, he thought there should be no hiring fee. There was a general discussion at which some concerns were expressed as to what criteria could be adopted but it was eventually agreed that the policy be that, where the event was a charity fund-raiser and the Bar was in use there would be no hiring fee.

17. Flashing speed sign.

Adrian reported that the Parish Council is committed to getting an automated speed sign as you come into the Village from the Bideford direction. However, they are struggling to raise the funding. Adrian stated that this would greatly benefit users of the Hall and wanted to know whether, if the PC got close to their target, members would look favourably on the Hall contributing in some way. Mackie Poole gave an update on where the PC were with this project, from which it became apparent that there were significant technical and funding problems to overcome. It was decided to leave the matter in abeyance until the PCC makes further progress.

18. Entertainments Committee items.

Marcelle has been reporting regularly in the Prior on past events which have all been successful. The events currently planned are:

A Quiz on Friday 11th April;

A Scrumpy Stroll on Sunday 25th May (before the Bank Holiday Monday);

A Music Festival on the Playing Field on Saturday 21st June for which the local band the Wild Strawberries has been booked.

A traditional Hallowe'en celebration on Friday 31st October which we want to make family orientated. in the early evening.

The Xmas Fun Night. (date to be announced)

19. Financial information from Treasurer.

Adrian reported that broadly speaking the Hall generates £4,000 in recurring income - that is hirers fees and the generosity of the 50 Club - and that covers the routine running costs, cleaning, insurance, utilities and minor maintenance. At the moment there was no financial pressure to raise the rates for hiring the Hall which have been at the current level for several years. After discussion it was

agreed to keep the hire rates as they are.

Sylvia reported that the current account balance was £8098.01 [after paying for the kitchen equipment] and including the funds held for the Rowers.

20. Any other business.

Adrian reported that he thought it was 25 years since the start of the '50 Club' and that they had donated more than £ 20,000 to the Hall so it would be nice to show some mark of appreciation but the March edition of the Prior had been missed. Jean Short said that Michael hoped to finalise the figures before they left for Malaysia. Adrian said he would put up a notice in the Hall and mention it at the AGM.

Gale raised the issue of condensation in the skittle alley and suggested filling the cavity walls. A general discussion followed and it was agreed that while the de-humidifiers are helping, it would be worth looking into a heat pump and associated running costs. Chunk agreed to look into a Dry Master for the roof. Adrian agreed to get someone to look into the cracks in the outside wall and to get a quote for decorating the mouldy ceiling. Mackie pointed out that there is also a crack in the wall of the skittle alley, to the right of the fire doors.

21. Date of next meeting. Provisionally Thursday 2 October 2014.