

ASHWATER PARISH HALL

MINUTES OF TRUSTEES MEETING – THURSDAY 14 SEPTEMBER 2016

In attendance – Trustees: Colin Vallance (Chair), Helen Bone, Letitia Yetman, Judith Addicott, John Forward. Treasurer: David Vaughan

Apologies – Andrew Patterson, Ivan Buxton

	Actions
<p>1. DECLARATION OF INTERESTS</p> <p>It was confirmed the meeting was quorate and there were no declarations of interest</p>	
<p>2. MINUTES OF MEETING – 16 JUNE 2016</p> <p>The minutes were approved as a correct and accurate record</p>	
<p>3. MATTERS ARISING</p> <p>Jack Moon plaque – Agreed to go ahead with in the same style as the Gliddon plaque, to be mounted on the wall outside the hall. CV will discuss wording with Trevor Moon.</p> <p>Trophy cabinet – IB has sourced one from Ikea at £60. Agreed to go ahead. (<i>carried forward from previous meeting</i>).</p> <p>Revaluation of hall – The survey has been undertaken by Allied Westminster. They have calculated the value of the hall to be £599,000. This is very slightly less than the present sum insured of £609,160. IB has instructed the insurers that the sum insured should remain in place as there would be no return premium or other benefit derived from a reduction. We have now been given a 25% uplift free of charge for arranging the survey, so the new sum insured now stands at £748,750 and the average clause has been removed. IB has filed the policy endorsement and valuation certificate.</p> <p>Hall hire charges – IB will publish the new rates in the next Parish newsletter and put the new rates on the Parish website on 1 October.</p> <p>Cleaning – LY has discussed deep cleaning the hall with Mell, who has agreed to do an additional 2-3 hour deep cleaning session once a month. Mell will invoice for the additional time. CV and LY to meet with Mell to agree priority areas for deep cleaning and will consider putting in place a programme of areas for deep clean.</p> <p>Hall extension - A bottle of NZ Cabernet Sauvignon to be given to John Addicott. (<i>Carried forward from previous meeting</i>)</p> <p>Hallmark accreditation – IB is working on this. CV and LY will assist when needed. (<i>Carried forward from previous meeting</i>)</p> <p>Facebook – still requires updating. (<i>Carried forward from previous meeting</i>)</p> <p>Trustee recruitment – IB has asked Roy Graham if he would consider becoming a Trustee. Awaiting response.</p>	<p>CV</p> <p>IB</p> <p>IB</p> <p>CV/LY</p> <p>JF</p> <p>IB</p> <p>JF/LY</p>

<p>Terms of reference – These are being drafted for the officer posts and will be presented at a future meeting.</p> <p>Shop electricity - CV, IB and AP met with representatives of the shop committee (Yvonne Taylor, Fiona Bull and Liz Fisher). The situation with the electric meter was explained and it was agreed that we would now apply a calculation, set out by AP, when invoicing for electric used. This calculation will adjust the charges so that the shop receives benefit from both solar panels on the units they use. AP has provided a written explanation of the calculation which is available for Trustees if they wish to review it. A misunderstanding over the funding of the solar panels was cleared up at the meeting. Both solar panels were funded by the hall. Only the electrical connection between the shop and the hall was part funded by an anonymous donor.</p> <ul style="list-style-type: none"> • Send calculation to JF for information • Need to ensure details of the new arrangements and the calculation are put in writing to the shop committee <p>Mega Draw – These need to be sold with the counterfoils returned to David Vaughan (via Letitia) by the end of October. Need to ensure all Trustees have been provided with tickets to sell.</p>	<p>IB/CV</p> <p>CV</p> <p>IB</p> <p>ALL</p>
<p>4. Treasurer’s Report</p> <p>DV presented profit and loss accounts for the partial quarter up to 12 September 2016 and year to date figures. Key points:</p> <ul style="list-style-type: none"> - Surplus for period £843.98 (£288.94 - net profit on operation, £555.04 – net proceeds from fundraising activity) - YTD Surplus £2,006.90 (£912.96 - net profit on operation, £1,093.94 – net proceeds from fundraising activity) - Cash at bank £17,523.80 (£11,810.00 – current account, £5,713.80 – deposit account) - The Safari Supper raised £555.04 profit - It should be noted that a payment for electric from the shop is outstanding and the EDF solar panel payment for the quarter has not yet been received. Payment of c£2,000 has not yet gone out for hall redecoration. - Payment due from the Church of £30 needs to be included in hire <p>Trustees agreed to receive quarterly accounts going forward instead of monthly. Trustee meetings in 2017 will be scheduled to follow the end of a quarter.</p> <p>John Forward has signed forms so that David could be added to the online banking authority. JF to drop these into IB.</p>	<p>DV</p> <p>JF</p>
<p>5. Health and Safety</p> <p>JF confirmed that he is willing to continue as Health and Safety Rep.</p> <p>Trustees agreed to review the accident book at each meeting going forward. In the last quarter one accident had been reported where a member of the badminton group slipped. Details are reported in the notes of the General Purpose meeting held on 20</p>	

<p>July 2016. IB has spoken to various users since and it appears that no further incidents have arisen. Trustees reviewed the matter and concluded that there was no obvious cause or hazard and that it was an inherent risk of the sport. The floor is a multi-purpose sports floor and is cleaned in accordance with instructions. The situation will be monitored.</p> <p>It was agreed that we should consider stripping back the floor and recoating when the hall extension is completed.</p> <p>Trustees were advised that a complaint had been received suggesting the First Aid kit was lacking scissors. The General Purpose Committee have reviewed both kits and found that scissors were present in both.</p> <p>Following the fire alarm testing, 4 emergency lights were deemed to be faulty. A quote from Argos for £696.00 plus VAT had been received to rectify the situation. It was agreed that this work needs to be completed but JF will first seek a second quote from a local electrician.</p> <p>HB had received a concern from an attendee of the recent Church BBQ about the hall boundary at the lower side of the lawn area. It was felt there was a potential risk that children could fall into the road when playing,. Trustees agreed that a fence might encourage children to climb and therefore not solve the problem. Instead it was agreed to plant shrubs along the boundary. LY may be able to supply some.</p>	<p style="text-align: center;">JF</p> <p style="text-align: center;">LY/ working party</p>
<p>6. Maintenance</p> <p>The report of a slipped slate has been investigated – this is under the solar panel and cannot be rectified without removing the solar panel. It is not considered to be a cause for concern.</p> <p>A quote has been received from Stuart Turner for £600 to paint the supporting posts under the veranda which are in a poor state. It was agreed that this work should go ahead. LY will advise Stuart.</p> <p>The skittle alley needs to be painted. The men’s skittle team have offered to do this.</p> <p>IB will arrange to trim the hedges around grassed area and the car park and prune back the hawthorn that is now growing well along the housing boundary – the grass behind the main window to the JMH also needs cutting.</p>	<p style="text-align: center;">LY</p> <p style="text-align: center;">IB</p> <p style="text-align: center;">IB</p>
<p>7. Hall Extension</p> <p>IB has secured a pledge of £3,000 from the Bernard Sunley Foundation which is payable upon production of a contract with a firm start date and signatures or an invoice for at least £3,000.</p> <p>IB has submitted applications to The Norman Charitable Trust for £3,000 and Torridge District Council for £10,000. An application has also been submitted to a new fund</p>	

<p>offered by AVIVA to see if money can be secured for the Tarmac to the Car Park</p> <p>Need to apply to Waitrose to be added to their list for consideration.</p>	<p>LY</p>
<p>8. Events</p> <p>The Safari Supper held on 16 July was a great success and thanks were expressed to HB, JA and LY for organising the event. All agreed to hold another event on the same weekend in 2017. To be discussed further at the December Trustees meeting.</p> <ul style="list-style-type: none"> - 22 October – Railway Commemoration event – IB and LY are organising this, which will take the form of an afternoon tea party with displays of archive photographs - Halloween event – the School had indicated an intention to organise an event but to date have not booked the hall. HB will contact the school to find out if they are going ahead. If they are not going ahead HB and JA are willing to organise an event working with Wendy Lee. <p>Ideas for future events were discussed, including:</p> <ul style="list-style-type: none"> - Jazz lunch – possibly in spring 2017. This could be combined with a breakfast event with classical music on piano and/or evening event with a ceilidh. DV will make enquires about the costs of providing the jazz. - Huffing for stuffing – possibly as a thanks giving event in 2017, combined with a 5k run - Wine and Wisdom – A Friday in February 2017 - Coffee mornings – potentially semi regularly on a Friday morning 	<p>LY/IB</p> <p>HB</p> <p>DV</p>
<p>9. Any other business</p> <p>A new pair of scissors are required for the kitchen</p> <p>Need to establish the situation with unused drink from previous events and agree what to do with anything going out of date.</p>	<p>LY</p> <p>LY/IB</p>
<p>10. Date of next meeting</p> <p>The next Trustees meeting to be held on Wednesday 14 December 2016 at 8.00pm</p>	<p>ALL</p>