

ASHWATER PARISH HALL

MINUTES OF TRUSTEES MEETING – THURSDAY 16 JUNE 2016

In attendance – Colin Vallance (Chair), Ivan Buxton, Helen Bone, Letitia Yetman, Judith Addicott, Andrew Stacey

Apologies – Andrew Patterson, Paul Moon, Steve Warring, John Forward

1. DECLARATION OF INTERESTS	Actions
It was confirmed the meeting was quorate and there were no declarations of interest	
2. MINUTES OF MEETING – 31 MARCH 2016	
The minutes were approved as a correct and accurate record	
3. MATTERS ARISING	
Child proof lock for kitchen – This has now been installed.	
Jack Moon plaque – Quote received for £24.00 plus VAT. LY to check proposed wording with Trveor Moon - ‘This Parish Hall is built on land generously donated by the late Jack Moon of Hazeldene, Ashwater’. (<i>carried forward from previous meeting</i>).	LY
Hall painting – Planned to take place between 23 July and 29 August.	
Trophy cabinet – IB has sourced one from Ikea at £60. Agreed to go ahead. (<i>carried forward from previous meeting</i>).	IB
Paving slabs – All have now been fixed.	
Revaluation of hall – Our insurance brokers, Allied Westminster, have been instructed to carry out a revaluation of the hall for a cost of £100. Outcome awaited.	IB
Hall hire charges – IB will publish the new rates in the forthcoming Parish newsletter	IB
Mark Piper has replaced the solenoid, resolving the ongoing overflow problem.	
Cleaning - It was agreed that Mell Lowe be offered additional time to complete a regular deep clean of the hall. CV and LY to meet Mell and discuss options. (<i>Carried forward from previous meeting</i>)	LY/CV
Hall extension - A bottle of NZ Cabernet Sauvignon to be given to John Addicott. (<i>Carried forward from previous meeting</i>)	IB
Hallmark accreditation – IB is working on this. CV and LY will assist when needed.	IB
Facebook – still requires updating.	LY/JF

<p>4. Post AGM matters</p> <ul style="list-style-type: none"> - Tim Luxton has resigned as a Trustee, shortly after the AGM. - IB will ask Roy Graham if he would consider becoming a Trustee - David Vaughan was elected as Treasurer at this meeting. Proposed by Helen Bone and seconded by Letitia Yetman. David is fulfilling the role independently (rather than as a Trustee) - The offer from the shop to take on the role as Booking Secretary has been withdrawn. The search for a Booking Secretary continues. - The General Purpose Committee was confirmed as Colin Vallance, Andrew Patterson, Letitia Yetman and Ivan Buxton. They will meet monthly to manage day to day operational matters. - It was agreed to change the day of meeting to a Wednesday so that David can attend. The time will also be changed to 8.00pm. CV to send out an updated list of meeting dates. - Terms of reference are being drafted for officer posts. These will be presented at a future Trustees meeting for approval. 	<p style="text-align: center;">IB</p> <p style="text-align: center;">CV</p> <p style="text-align: center;">IB/CV</p>
<p>5. Treasurer's Report</p> <ul style="list-style-type: none"> - There was no full Treasurers report, pending David taking up the role - IB has organised to a resolution to be signed and a bank mandate completed to remove Bob Griggs as a signatory. David will be added. - £300 was donated by Mell McNeill from the Ceilidh event she held for her Birthday. This has been transferred to the reserve account and Mell was thanked at the AGM. 	<p style="text-align: center;">IB</p>
<p>6. Health and Safety</p> <p>The fire assembly point signs require replacing.</p> <p>Fire alarm test has been carried out and recorded by IB.</p> <p>No current health and safety concerns were raised.</p>	<p style="text-align: center;">IB</p>
<p>7. Shop Electricity</p> <p>It has been discovered that the shop are not benefitting from either of the solar panels on the hall due to the location of the shop sub meter. AP has formulated a calculation which can be used to adjust charges to the shop to take account of the solar panels. The alternative option is to have the sub meter moved however this would be costly. Trustees agreed that the calculation should be</p>	<p style="text-align: center;">BG</p>

used if the shop is agreeable. CV, IB and AP are meeting with representatives of the shop committee to discuss the matter.	CV/IB/AP
<p>8. Hall Extension</p> <p>IB is writing funding applications to Esmee Fairbairn and the Bernard Sunley Charitable Foundation.</p> <p>HMRC have confirmed that it is not possible for the extension to be exempt from VAT by classing it as an annex.</p>	IB
<p>9. Events – Future events were discussed, summarised as follows:</p> <ul style="list-style-type: none"> - 16 Jul – Safari Super – JA, LY and HB to lead organisation. AS will do the bar - 1 Oct – Railway commemoration event – LY and IB to lead organisation - Halloween event – it was agreed that IB would check with the PTFA if they are planning anything before the hall goes ahead with making any arrangements. HB will check with Wendy Lee if she wants to be involved in an event should we go ahead. 	<p>HB/JA/LY</p> <p>IB/LY</p> <p>IB</p> <p>HB</p>
<p>10. Any Other Business</p> <p>Maintenance – a fallen slate under the solar panel was reported. LY will ask Stuart Turner if he can fix it.</p> <p>Mega Draw – Tickets have been distributed to Trustees to sell at £5.00 per book.</p>	<p>LY</p> <p>ALL</p>
<p>11. Date of next meeting</p> <p>The next Trustees meeting to be held on Wednesday 14 September 2016</p>	ALL