

**THORNHAMS PARISH HALL TRUSTEES MEETING  
TUESDAY 20<sup>th</sup> SEPTEMBER 2016, 7.30 PM**

**DRAFT MINUTES**

**PRESENT**

Helen Belsey	Eileen Chandler	Dave Cowdell (Chairman)
Siobhan Evans (Secretary)	Janine Eves	Sylvie Fawcett
Ian Macrae	Priscilla Macrae (Treasurer)	

**1 Apologies**

Joan Calkin	Jude Farrell	Richard Jannaway
Judy O'Keefe		

**2 Minutes of 14<sup>th</sup> June 2016 meeting**

The minutes were passed as an accurate record.

Proposed: Eileen Chandler

Seconded: Priscilla Macrae

**Matters Arising**

- Oil tank alarm – Ian Macrae reported that replacing the battery has solved the earlier problem.
- Shed roof – Dave Cowdell and Mick Farrell have still to make repairs to make the roof more watertight. They also plan to carry out general repairs at an agreed maximum budget of £100.
- Tablecloths – Priscilla Macrae has made four large and five small replacement tablecloths.

**3 Chairman's Report**

The Chairman welcomed Helen Belsey as our most recent Trustee.

The Chairman and, in particular, the Treasurer, have faced inordinate problems trying to change the bank account from Lloyds to HSBC, a matter which is still ongoing. Many thanks are due to Priscilla for following this through, but this matter has only served to highlight the onerous responsibilities put upon her, both as Treasurer and Bookings Officer and explains her intention to step down from the Treasurer role by the next AGM. Finding people to fill this position is now a matter of urgency and Trustees are asked to consider taking it on, or to approach friends and neighbours who might be interested. We must also try to make these roles easier by automating and streamlining the transactions, for example, electronic payments, secure key safes and online booking. The Chairman asked Janine Eves to follow up on a suggestion that one particular villager might be interested in taking on the Treasurer position and also to investigate the systems used at Swattesfield Campsite to see if they might suit our purposes. Any other ideas would be welcomed.

During the dealings with HSBC Bank, it has become clear that this charity is called Thornhams Parish Hall, although we have for many years referred to ourselves as Thornham Village Hall. As the new bank account will reflect the original charity name, we will from here refer to the hall as Thornhams Parish Hall. The Chairman will contact Mark Hatton to ask him to update our entry on the village website.

#### 4 **Treasurer's Report**

The bank account balances are as follows:

Current account	£2,552.30
Virgin deposit account	£12,817.00

As at 29<sup>th</sup> October, the interest rate on the Virgin deposit account will drop from 0.75% to 0.5%.

On 23<sup>rd</sup> June, the current account received a credit of £250 which, despite enquiries to the bank, remains unexplained.

The electricity supplier has been changed from EON to EDF, whose business rate is fixed to September 2018. This is expected to save between £80 and £100 per year.

#### 5 **Parish Hall Rota**

September	Judy O'Keefe	January	Dave Cowdell
October	Siobhan Evans	February	Helen Belsey
November	Janine Eves	March	Sylvie Fawcett
December	Joan Calkin	April	Eileen Chandler

As the end of the month approaches, it would be helpful if the Trustee on duty would send an email to the next Trustee on the list as a reminder.

Priscilla also asks that you notify her if you have had to do laundry, as the hall user will be invoiced.

Siobhan Evans will circulate the latest version of the Duty Trustee Checklist with the draft minutes.

#### 6 **Parish Hall Maintenance**

- Barge board painting – an estimate to paint the barge boards and cappings black was accepted and Dave has made arrangements to have the incoming power line insulated for a period of three months.
- Parish hall sign – Eileen Chandler suggested having a sign in the road, pointing out the location of the parish hall. It was agreed to go ahead with a limited budget of £100.
- Village map – another suggestion would be to put up a map of the village, showing the names of all the houses. This could be placed on front wall, on the other side of the noticeboard. Dave will look into getting a map drawn up.

- Security - a recent hirer erected two tents on the grass outside the hall and, although there were no problems, it might have resulted in excessive noise and compromised hall security and it was agreed that this facility would not be on offer again. Fly tipping is also on the increase and all Trustees are asked to be aware of this.
- Ian again stated his intention of stepping down as unofficial maintenance officer by the time of the next AGM.

## 7 **Review of Events**

- Summer Dance - 30th July. Another very enjoyable event with a good atmosphere. A profit of £250.05 was raised.

## 8 **Future Fundraising Events**

- Film nights – 30th September “Florence Foster Jenkins”, 28th October “Love and Friendship”, 25<sup>th</sup> November “Our Kind of Traitor” and 11<sup>th</sup> December “BFG” (Sunday matinee)
- Xmas Fayre – 12th November. Siobhan will host a crafting morning at her house on Friday 7<sup>th</sup> October at 10.30am. It was agreed, once again, to offer tables to those interested in selling their crafts.
- Quiz Night – 18<sup>th</sup> November – Janine reported that Jon Eves is on track to host this event. A working group to organise the catering will meet nearer the time.
- Jumble Sale – 21st January 2017
- Dog Show – May 2017

## 9 **Any other business**

- Priscilla mentioned that, as the cost of replacement keys is now between £10 and £15, she plans to ask for a £10 deposit before issuing keys to hall hirers.
- Eileen said that we should encourage creative input by not expecting the Trustee with the idea to have to bring it to fruition. We should have more working groups on each event.
- Ian requested that we make an increase in the charge for wine to incorporate the hidden costs of refrigeration, breakages and dishwashing. It was agreed to increase wine to £1.80 per glass and £8 per bottle.

Date of next Meeting:

17<sup>th</sup> January 2017.

Meeting closed 9.12 pm

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