

**THORNHAMS PARISH HALL TRUSTEES MEETING
TUESDAY 17th January 2017, 7.30 PM**

DRAFT MINUTES

PRESENT

Helen Belsey	Joan Calkin	Eileen Chandler
Dave Cowdell (Chairman)	Siobhan Evans (Secretary)	Janine Eves
Jude Farrell	Sylvie Fawcett	Richard Jannaway
Ian Macrae	Priscilla Macrae (Treasurer)	Judy O'Keefe

1 Apologies

There were none.

2 Minutes of 20th September 2016 meeting

The minutes were passed as an accurate record.

Proposed: Dave Cowdell

Seconded: Eileen Chandler

Matters Arising

- Shed roof – repairs to the roof will be carried out when the weather improves
- Automating and streamlining of financial systems – Janine Eves reported that the Swattesfield Campsite electronic booking system is embedded in a third party website, so we would not be able to use the same software. See notes below in the Treasurers Report.
- Update village website to reflect change to “Parish Hall” – Dave Cowdell has contacted Mark Hatton, but this change has not yet taken effect.

3 Chairman's Report

The Chairman noted that the Treasurer has been extraordinarily active over the change of bank account, and a huge vote of thanks is due to her for her hard work and perseverance.

Many thanks are also due to Mick Farrell for the wonderful job he has done with the stage surrounds. All agreed that the stage now has a very distinctive look, further enhancing the film goer's experience and helping to set our hall apart from others. The Chairman asked the Secretary to write to Mick, formally thanking him for his efforts.

4 Treasurer's Report

The bank account balances are as follows:

Current account	£2,993.00
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Virgin deposit account £15,385.00

The revised mandate meant that a new bank account was necessary and Lloyds, the existing bank, were slow and unhelpful. A complaint was made and upheld, and we were awarded £400 compensation (the unidentified £250 mentioned at the last meeting was a part of this amount). A new account has now been opened with HSBC, although this was also frustrating and took three months.

Due to the trouble and expense incurred when sending invoices and reminders by post, the Treasurer has now adopted a new method of invoicing by email. There have been a number of cases recently where payment has only been received after several reminders have been issued. A late payment fee was considered but it was agreed that the Treasurer should adopt a new policy of payment in advance for hall rental but that she could use her discretion with individual cases.

Now that the bank account issue has been solved, the new accounting software is working well and a new, easier, system for invoicing is underway, Priscilla Macrae has agreed to continue as both Treasurer and Bookings Officer for the time being.

5 **Parish Hall Rota**

January	Dave Cowdell	May	Jude Farrell
February	Helen Belsey	June	Siobhan Evans
March	Sylvie Fawcett	July	Richard Jannaway
April	Eileen Chandler	August	Judy O'Keefe

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.

6 **Parish Hall Maintenance**

- Barge board painting – a good job has been done and a small amount of rot in one of the boards also attended to.
- Parish hall sign – this item is ongoing. Eileen Chandler, Dave Cowdell and Siobhan Evans will give it further consideration. It has also become clear that we need indication that our car park is for the use of patrons only, so this matter will also be addressed here.
- Village map – Dave reported that he hopes to have this completed soon.
- Ian reported that the car park surface is looking quite sparse and needs topping up from the pile. Some of the perimeter hedges also need trimming and the laurel also needs to be cut. Dave and Richard Jannaway will let the Trustees know when they propose to carry out these tasks in order to form a working party if possible.
- Dave reported that a doorstep needs to be installed in the hallway where the front door handle has damaged the wall and that he would arrange to fit this.

7 **Review of Events**

- Film nights – Florence Foster Jenkins sold 59 tickets and made a profit of £197; Love & Friendship had 40 attendees with a profit of £111; Our Kind of Traitor sold 43 tickets with a profit of £129 and The BFG made a profit of £258 although a headcount proved impossible!
- Xmas Fayre – 12th November. A profit of £327 was made on the day with a further £19 contributed by attendees of the subsequent film night and yoga session, making a total of £346.

8 **Future Fundraising Events**

- Jumble Sale – 21st January 2017
- Film night – 27th January: “Café Society”
- Dog Show – a date has now been set for Sunday, 7th May 2017. It was agreed that this event should be held outdoors as much as possible, so marquees, tents and pergolas will be needed to provide cover for refreshments, raffle, produce and seating. A committee was established of Siobhan Evans, Janine Eves, Joan Calkin and Viv Cowdell.
- Village Get Together – 9th June 2017

9 **Any other business**

- A couple of comments have been received from villagers in terms of the film nights: Earlier screenings would be appreciated by those not wishing to be out after dark and it has been suggested that we try to stagger the seating to make it easier to see the screen. These comments have been noted.
- Priscilla reported that we now have a new cleaner who is with us for a three month probationary period.
- Eileen asked for help erecting the film night billboards on the roadside.
- Dave asked Jude Farrell to see what Mick wants to do about the satellite internet service, the free subscription for which has now expired. If it seems that hall hirers could access the service for a fee, we could offer this service on the hall paperwork.
- Priscilla proposed that, as we are in quite a strong financial position, we might consider making a donation to a charity which is holding an event here on 28th January in aid of the Syrian Appeal. All agreed to make a donation of £100.

Date of next Meeting (includes AGM):

7th March 2017

Meeting closed 9.05 pm
