

**THORNHAMS PARISH HALL TRUSTEES MEETING
TUESDAY 7th March 2017, 7.30 PM**

DRAFT MINUTES

PRESENT

Helen Belsey	Joan Calkin	Eileen Chandler
Dave Cowdell (Chairman)	Viv Cowdell (Observer)	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 **Election of Officers**
Officers were unanimously voted as follows:

Chairman: Dave Cowdell
Secretary: Siobhan Evans
Treasurer: Priscilla Macrae

3 **Minutes of 17th January 2017 meeting**
The minutes were passed as an accurate record.

Proposed: Janine Eves Seconded: Judy O'Keefe

Matters Arising

- Shed roof: Dave Cowdell has been investigating a rubber membrane which would provide a long lasting, watertight seal and would cost around £250-£300. Taking into account the existing rot in the floorboards, joists and cladding, it was considered that it might be more cost effective to buy a new shed. Dave, Richard Jannaway, Ian Macrae and Mick Farrell will make an assessment and report back to the next meeting.
- Update village website to reflect change to "Parish Hall": Eileen Chandler stated that this has now been done, although Dave commented that Mark Tibbenham was still showing as Chairman.
- Parish Hall Sign – Eileen reported that this item is in hand. It was agreed to order a sign to be erected on the telegraph pole opposite the hall, and also to mount one on the hall itself, indicating that parking is for patrons only. Many thanks are due to Tina and Steve Schwarz for preparing the necessary artwork for submission to the sign maker.
- Village Map: Dave reported that this item is still ongoing.
- Hedge Trimming: this has been completed and thanks are due to Dave, Viv Cowdell, Ian and Richard.

- Car Park surface: Ian mentioned the ongoing issue of the stone chippings gradually making their way down the slope to the road and expressed his concern that the Highways Department may soon take us to task because of it. Richard suggested asking someone with a mini digger to move the gravel back up the slope. Although there appears to be no ideal solution, it was agreed to monitor the problem. Ian also mentioned that the car park needs top dressing from the existing pile of stone chippings and Helen Belsey agreed to spearhead a Sunday morning work party to get this done.
- New doorstep in hallway: this has now been installed by Dave.
- Satellite internet service: it was agreed not to renew the subscription for the satellite internet connection but that, if possible, the equipment should be left in place in the event that the situation changes in future.

4 **Chairman's Report**

The Chairman repeated his comments from the AGM, where he expressed his thanks to all the Trustees for their excellent work throughout the year. This has been a good year with lots of hard work going on behind the scenes.

5 **Treasurer's Report**

The bank account balances are as follows:

Current account	£2,411.83
Virgin deposit account	£16,438.31

The Treasurer asked the Trustees to consider making a charge for laundering tea towels as well as tablecloths, but the Trustees decided not to do so at this time.

As Bookings Officer, Priscilla Macrae has found her role particularly time consuming of late with many visits to the hall to show people around and drop off keys, etc. It was agreed that Trustees would make themselves available on a regular basis to act as Assistant Bookings Officer and Priscilla will try to draw up a rota to that effect. It was requested that Duty Trustees refer to the planner in the hall and familiarise themselves with the bookings taking place during their month. In some cases, it will be necessary for the Duty Trustee to check the hall as soon as possible after vacation, to ensure that doors have been locked, heating turned off correctly and fridge switched off and left open. It was suggested that a blanking plate over the heating switch would be useful to prevent it being turned off. Dave also suggested that the installation of a key safe might make it easier for Trustees to give keys to hirers without having to involve Priscilla each time.

6 **Parish Hall Rota**

March	Sylvie Fawcett	August	Judy O'Keefe
April	Eileen Chandler	September	Janine Eves
May	Jude Farrell	October	Dave Cowdell
June	Siobhan Evans	November	Joan Calkin
July	Richard Jannaway		

As the end of the month approaches, the Trustee on duty should 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 may be invoiced.

7 **Parish Hall Maintenance**

- Dave reported that he had repaired a broken window in the kitchen.
- Hall floor: There are two issues with the hall floor: the floorboards are badly worn and marked and need resealing to make them easier to clean and there are also gaps between the floorboards which results in considerable heat loss. Some months ago, Dave investigated having the floor sanded and sealed and, at that time, the Trustees decided that the high cost was prohibitive and the subject was shelved. Dave suggests revisiting the issue now by first taking a look at the polyvinyl flooring recently installed at Yaxley Village Hall, which provides a new, clean surface whilst sealing any gaps. Some Trustees expressed reservations, considering that the wooden floor adds character and also that access to the heating pipes under the floorboards could be compromised by an additional layer of flooring. It was also suggested that a vinyl floor might be slippery, especially when wet and therefore unsuitable for children's parties. It was agreed, however, that the floor does need some attention. Eileen mentioned that the hall had been very cold for the January film night and that we might consider purchasing an industrial heater to supplement the central heating on such occasions. Dave also agreed to fit a brush strip to the bottom of the door to the main hall. Actions: Janine Eves will look at the Yaxley hall floor; Dave will contact John Doe for advice and Richard will investigate foam insulation under the floor.
- Ian reported that he is resigning as maintenance officer as of today and the Trustees thanked him for his commitment over the years. Dave will co-ordinate maintenance for the time being and Ian will conduct a hand over.

8 **Review of Events**

- Jumble Sale 21st January – this event was a little quieter than in recent years, due largely to another jumble sale at the same time in Eye.
- Film Nights: 27th January “Café Society” had a low attendance of only 24 people and “Bridget Jones’s Baby” on 24th February had an audience of 33. Ian suggested trying an oldie or a classic film and Jude Farrell said Steve and Mick were considering more obscure films to see if they attract a different audience.

9 **Future Fundraising Events**

- Dog Show – 7th May 2017: Siobhan Evans reported that this is in hand with advertising due in the Messenger in April.
- Village Get Together – 9th June 2017: Priscilla will lead this and it was agreed to meet up towards the end of May to finalise the details. It was suggested that the Get Together might provide a good opportunity to try once again to solicit support from villagers and it was agreed to circulate a flier two weeks before the event.

10 **Any other business**

- Janine proposed that the Parish Hall provide funds to replace the stolen bench in the children's playground, the cost of which (approximately £150) would have been the responsibility of the Parish Meeting. The Trustees agreed to this proposal and Janine will notify Tina Schwarz.

Date of next Meeting:

6th June, 2017

Meeting closed 9.20 pm

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