

THORNHAM PARISH HALL TRUSTEES MEETING
WEDNESDAY 21st March 2018
7.30PM IN THE PARISH HALL

DRAFT MINUTES

PRESENT

Helen Belsey	Joan Calkin	Eileen Chandler
Siobhan Evans (Secretary)	Janine Eves	Richard Jannaway
Ian Macrae	Priscilla Macrae (Treasurer)	

1 Apologies

Jude Farrell	Sylvie Fawcett	Judy O'Keefe
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2 Election of Officers

Eileen Chandler agreed to chair the meeting.

Officers of the Board of Trustees were unanimously voted as follows:

Secretary: Siobhan Evans
Treasurer: Priscilla Macrae

3 Minutes of 24th January 2018 meeting

The minutes were passed as an accurate record.

Matters Arising

- Hedge cutting: Ian Macrae reported that a professional contractor has greatly reduced the laurel hedge by the oil tank, shredded all resulting waste and removing it from site, along with a large pile of other waste material arising from previous maintenance work.
- Car park: thanks to everyone who took part in the effort to tidy the car park. Some of the hazel was coppiced, bins and containers tidied away and a top layer of gravel was spread around the parking area. Ian noted that the pile of granite chippings which cost £250 and expected to last a number of years when purchased, has reduced considerably and asked Trustees to look out for road menders who might be prepared to sell us chippings at a reduced cost.
- Drains: Ian has investigated the drainage system from the hall and established which relate to the toilets and which the kitchen. The drain from the kitchen appears to have been completely blocked for some years, and the handyman has cleared a large amount of soil filling the pipe and this is now in good working order.
- Electric lighting: Mick Farrell has provided a quotation for new lighting for the hall which promises to greatly improve the experience of film goers, as well as providing better mood and task lighting for other events such as Jumble Sale, Christmas Fayre, Village Gathering and private hire events. The

quotation was for £500 plus leads, and it was decided that more detail would be needed before a decision could be made (will the system have a control panel as well as a remote control which could easily be lost? Can we have a more exact cost, including cabling? Will this constitute a new installation and require the services of a qualified electrician, at least for certification purposes?). It was agreed that approval or otherwise for this improvement could be reached by a majority email vote.

- Power sockets: at the last meeting, everyone was asked to put some thought into what might be required in terms of extra power sockets. Mick has suggested the installation of an additional six 13 amp sockets – one on the stage, one to the right of the entrance door, one near the serving hatch and one at the back of the hall near the piano. There would also be an extra socket in the kitchen to the left of the serving hatch, and finally, for outdoor events, a waterproof outlet on the exterior wall, to the right of the fire escape, with an isolator switch on the back wall. Mick has estimated that this work would cost around £1,200 - £1,500. There was some discussion regarding the need for such a number of new sockets and some Trustees expressed reservations about the wisdom of spending considerable sums of money on improvements at a time when income and attendance at events is at its lowest for several years. It was agreed to seek three quotations from recommended electricians, and then decide if such a project should go ahead.
- General Data Protection Regulations: Janine Eves reported that new rules regarding the safeguarding of contact details will come into force on 28th May, but that our approach to management of data will not be in breach of these rules.
- New Trustees: posters have been put up around the villages and an advertisement placed in The Messenger but, so far, no new Trustees have volunteered. With the news that some members have given notice that they plan to step down within the year, it is now increasingly important to try to recruit new Trustees and everyone is asked to talk to friends and neighbours to see if we can bolster our numbers that way.
- Vacancies: Ian and Priscilla Macrae have indicated their intention to stand down as Trustees from the next AGM, which means that we will have the posts of Maintenance Officer, Bar Manager, Treasurer and Bookings Officer to fill. Anyone interested in taking over any of these roles would be encouraged to do so earlier, rather than later, to ensure a smooth transition.

4 **Treasurer's Report**

The bank account balances are as follows:

Current account	£2,098.18
Virgin deposit account	£17,478.00

Costs to be deducted from these figures are £300 for work on the laurel hedge and the insurance premium of £885.

5 **Parish Hall Rota**

March	Judy O'Keefe	August	Jude Farrell
April	Janine Eves	September	Helen Belsey
May	Siobhan Evans	October	Priscilla Macrae
June	Sylvie Fawcett	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.

Ian asked that the Duty Trustee keep an eye on the bins, particularly after a function, and ensure they are put out for the Thursday collection.

6 **Parish Hall Maintenance**

- Floor resurfacing: Ian got an estimate of approximately £1,200 for sanding and treating the floorboards. It was agreed to shelve this matter until it becomes more pressing.
- PAT tester: enquiries are ongoing to see if we can borrow a PAT tester rather than buy one at more than £200.
- Grant funding opportunity: we were made aware of the chance to apply for a grant to carry out building works on the hall but, given the tight deadlines specified and the likelihood of having to pay out substantial professional fees before being able to apply, it was agreed not to pursue this opportunity.

7 **Review of Events**

- Film Nights: 26th January "Dunkirk"; 16th February "Lost in Paris"; 16th March "Death of Stalin". The Film Nights continue to be pleasant evenings but numbers are consistently low with an average of only 30 people attending.
- "Dice & Slice", 10th March: this was a very low key, entertaining event with donations collected of £24.35. Those who attended agreed it was fun and it was decided that it was worth doing again.

8 **Future Fundraising Events**

- Village Gathering, 11th May: Emily Eves will design a leaflet and a planning meeting will be held in the Parish Hall on Friday 13th April at 10.30am.

9 **Any Other Business**

- There was none.

Date of next Meeting: Wednesday, 27th June 2018.

Meeting closed 9.20pm.
