

THORNHAM PARISH HALL TRUSTEES MEETING
WEDNESDAY 27th JUNE 2018
7.30PM IN THE PARISH HALL

DRAFT MINUTES

PRESENT

Helen Belsey	Joan Calkin	Eileen Chandler
Amanda Church (Observer)	Siobhan Evans (Secretary)	Janine Eves
Ian Macrae	Priscilla Macrae (Treasurer)	

1 Apologies

Jude Farrell	Sylvie Fawcett	Richard Jannaway
Judy O'Keefe		

2 Election of Chair

Janine Eves agreed to chair the meeting.

3 Minutes of 21st March 2018 meeting

The minutes were passed as an accurate record.

Matters Arising

- **Electric lighting:** upon receiving clarifications requested at the last meeting, the Trustees agreed to go ahead with the lighting upgrade and this has now been completed. Many thanks are due to Mick Farrell, Steven Schwarz and Peter Tyler for carrying out these works, for which appreciative comments have already been received.
- **Power sockets:** several quotations have been received to enhance the electrical sockets in the hall. Eileen Chandler agreed to get a more detailed quote with a clear price breakdown from one contractor in particular and Trustees can then vote, firstly on whether to go ahead and secondly, the extent of the work to be carried out.
- **New Trustees:** The Trustees welcomed Amanda Church, who attended the meeting as an observer with a view to possibly joining our ranks. It was generally agreed that, in order to recruit new members from our two villages, it was necessary for Trustees to speak directly to friends and neighbours, rather than relying on posters and advertisements in the local press, which have had no response so far. This notwithstanding, Siobhan Evans will produce another flier to be left at The Four Horseshoes and The Forge Cafe and will also liaise with Mick Farrell with a view to advertising specifically for Film Club assistance via the Eye-to-Eye network.

4 **Treasurer's Report**

The bank account balances are as follows:

Current account	£1,233.31
Virgin deposit account	£17,520.58

These figures reflect a substantial spend of £529 for the lighting upgrade as well as an interest payment of £42.

It was agreed to increase the hourly rate for cleaning the hall by 50p per hour.

The Treasurer mentioned that small tokens of appreciation have been given to Philip and Carol Sanders on their departure from the village to acknowledge their contribution to the Parish Hall.

5 **Parish Hall Rota**

June	Sylvie Fawcett	September	Helen Belsey
July	Richard Jannaway	October	Priscilla Macrae
August	Jude Farrell	November	Joan Calkin

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

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

6 **Parish Hall Maintenance**

- PAT tester: electricians quoting for the improvements discussed in Item 3 above were asked to include costs for PAT testing. Whilst Eileen is getting clarification on the main quotation, she will see whether the leading candidate can improve upon that part of their quote. If Trustees agree to go ahead with those improvements, all portable appliances will be tested as part of that job. If not, it will be necessary to engage an electrician separately.
- Hall exterior: it was agreed that there are several jobs needing to be done outside the hall: paint the shed; paint the noticeboard; clean algae from the north facing wall; remove the old "entrance" and "village hall" signs; erect a new "Way In" sign; repaint the door in a new, bright colour; improve car park lights; erect a trellis to hide the bins (and possibly plant something to grow over it); replace rotten gravel boards; refix bird proof netting on the windows and maybe plant climbing roses around the french doors. Whilst some of these jobs could be carried out by Trustees and villagers either individually or in a working party, it is clear that we need to find a replacement for our handyman. Siobhan agreed to put together an advertisement for the local "Next Door" website.

- Toilets: feedback from hall users has highlighted the need to improve the toilets and all agreed an overhaul to include full disabled access as well as baby changing facilities would be very welcome. It was agreed to make it clear that profits from future functions would go towards this refurbishment, with the campaign probably being called “Spend A Penny!” More work will be needed in terms of what is possible and the likely cost. Eileen agreed to see if there might be a grant available.
- Ian Macrae mentioned that the kitchen would also benefit from modernisation with a new oven being high on the list of requirements

7 **Review of Events**

- Village Gathering, 11th May: this was a pleasant event, with a modest attendance. Villagers seemed to indicate that it was a welcome item on the calendar and, with money raised during the evening, costs of only £19 were recorded.
- Films: Eric Clapton: Life in 12 Bars, 13th April - 53 people came along and we made a profit of £144; Film Stars Don't Die in Liverpool, 20th April - not so popular with only 15 tickets sold and a profit of £3.05, Life on the Deben, 18th May - 60 attendees and a profit of £172.50.

8 **Future Fundraising Events**

- Films: provisional dates are 21st September*, 19th October, November special tbc and children's film on Sunday, 9th December. Helen Belsey suggested that The Greatest Showman would be a popular choice.
- Jumble Sale: 8th September. It was decided that advice would be sought from Jude Farrell without expecting her to take charge.
- Dice & Slice: 27th October.
- Xmas Fayre: 10th or 24th November.

9 **Any Other Business**

- Janine said that Phil Eves is interested in making a donation for the tent currently stored in the shed. Everyone agreed this would be acceptable.
- Priscilla stated that she had been approached to hire the chairs for an offsite event. In this case it would not be possible, as the chairs would be required back at the hall the following day, but it was agreed that the upholstered chairs should never leave the hall or be used outside, as this is too much risk to a costly and essential item. Janine also suggested that we take a deposit for tables in case of damage, as they cost around £100 each to replace. It was also agreed that the hire charges need to be reviewed.

Date of next Meeting: Wednesday, 26th September 2018.

Meeting closed 9.15pm.

*September film subsequently changed to 14th.