

THORNHAM PARISH HALL TRUSTEES MEETING
WEDNESDAY 26th SEPTEMBER 2018
7.30PM IN THE PARISH HALL

DRAFT MINUTES

PRESENT

Eileen Chandler	Siobhan Evans (Secretary)	Janine Eves
Jude Farrell	Sylvie Fawcett	Richard Jannaway

1 Apologies

Helen Belsey	Joan Calkin	Amanda Church
Ian Macrae	Priscilla Macrae (Treasurer)	Judy O'Keefe

2 Election of Chair

Jude Farrell agreed to chair the meeting.

3 Minutes of 27th June 2018 meeting

The minutes were passed as an accurate record.

Matters Arising

- **Toilets:** in August, a few Trustees met with representatives of Babergh & Mid Suffolk District Councils to discuss the possibility of grant funding for our proposed toilet improvements. This meeting was very positive and, in fact, the Council encouraged the Trustees to consider a more extensive refurbishment project to encompass improvements which would secure the future of the hall for the next thirty years or more. As well as the toilets, suggestions included upgrading the kitchen, flooring, electrics and entrance way and indications are that much of this project could be funded via grants. Some initial steps have already been taken to assemble estimates for some of this work. A majority of Trustees have since met to consider this proposal and are in favour of taking up this opportunity. It was decided to get some further (hopefully free) professional advice then put together a basic plan, after which the two villages would be canvassed for feedback.
- **Power sockets:** this issue is temporarily on hold as it now falls under the "Hall Refurbishment" umbrella.
- **New Trustees:** Siobhan Evans has produced a new flier which has been left at the Forge Cafe and which will also be left in the foyer of the Four Horseshoes. All agreed, however, that we are far more likely to recruit new members by speaking to our neighbours and asking them to consider joining us. There have recently been several newcomers to the villages and it was hoped that some of these might soon be persuaded to come along to an event or a meeting and see if they would like to join us. With regard to the Film Club requiring assistance, Richard Jannaway has expressed an interest in helping out.
- **PAT Tester** – Siobhan has put an advert on the Next Door website, asking if anyone has a PAT tester we can borrow, but there has been no response so far. The search for a borrowed unit is ongoing, but this may ultimately form part of the electrical upgrade.

- Hall exterior – much of the works specified in the previous minutes have been very kindly carried out by Mick and Jude Farrell for which enormous thanks were extended. The remaining items will now largely fall under the hall refurbishment project, so our need to engage a handyman has become less critical than it was. A few Trustees were able to suggest names of people who might be willing to carry out jobs in the meantime, and Richard has volunteered to carry out light maintenance where possible and will investigate the possibility of changing the bulbs in the outside lights for LEDs as well as putting up a temporary “Way In” sign.
- Sale of tent – Janine Eves reported that Phil Eves has kindly given us a donation for the tent which had been stored in the shed.
- Hire charges - Janine has been unsuccessful so far in making a comparison of hire charges due to lack of available information. The discussion concluded that a list of our charges should, in any case, be available on the website but that they still needed a review.

4 **Treasurer’s Report**

Although the Treasurer had sent her apologies, her report was submitted in advance as follows:

The bank account balances are as follows:

Current account	£2,122
Virgin deposit account	£17,520

Our 18 month contract with EDF was due for renewal on 1st October but, as they put their tariff up by roughly a third, the account was switched to SSE which is quite a bit cheaper.

5 **Parish Hall Rota**

September	Helen Belsey	December	Siobhan Evans
October	Priscilla Macrae	January	Eileen Chandler
November	Joan Calkin	February	Janine Eves

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 **Review of Events**

- Jumble Sale 8th September – this was a very successful event, with a great deal of help from villagers and a profit made of £290.
- Film: “The Post” 14th September – 52 people came along with several first timers amongst them.

7 **Future Fundraising Events**

- Films: “Three Billboards Outside Ebbing, Missouri” 19th October, “Coast to Coast” 16th November, “Mamma Mia! Here We Go Again” 7th December and “Polar Express” on Sunday, 9th December.
- Dice & Slice: 27th October – tea, coffee, cakes and biscuits to be enjoyed whilst playing board and card games. There will be no admission fee but donations will be accepted.
- Xmas Fayre: 24th November – Siobhan will be hosting a craft morning on Saturday 6th October, 10am-1pm, to which everyone is welcome. As well as crafted items, we also plan to offer mince pies, cakes, biscuits and preserves and to serve mulled wine along with the usual tea and coffee. It was hoped that Helen Belsey would agree to organise the raffle again after last year’s success. Also, it is planned to offer tables once again to Beyond The Wall and the Street Forge Workshops. Priscilla is also asked to contact the regular stall holder to see if she would like to come along. It was thought that a planning meeting would be called nearer the time if it seemed necessary.
- Jumble Sale: 19th January*

9 **Any Other Business Events**

- Our cleaner has given notice from mid-October and we will need to advertise for a replacement. Priscilla is asked to let Siobhan and Janine know the number of hours required and rate of pay before they can upload posts on Next Door and Facebook and put a notice in the shop at Gislingham.
- With the Macraes having given notice of their intention to step down at the next AGM, there are still vacancies to fill. Richard is volunteering to take on the role of bar manager, but Treasurer and Bookings Officer positions are still vacant. It was agreed that an electronic booking and invoicing system would be a very helpful tool and that it would also be useful if a page showing hall availability could be part of the website, as well as a Google map. Richard will follow up this last item with Mark Hatton.
- Eileen Chandler mentioned that access to cheap or free photocopying for our posters and fliers is becoming increasingly difficult to secure and Trustees were asked to consider whether they know anyone who might be able to help. We would, of course, be very happy to include a credit on the printed material.

Date of next Meeting:

Tuesday 15th January, 2019*.

Meeting closed 8.55 pm.

*these dates are provisional pending confirmation from Priscilla Macrae