

THORNHAM PARISH HALL TRUSTEES MEETING
TUESDAY 15TH JANUARY 2019
7.30PM IN THE PARISH HALL

DRAFT MINUTES

PRESENT

Joan Calkin	Amanda Church	Eileen Chandler
Siobhan Evans (Secretary)	Jude Farrell	Richard Jannaway
Ian Macrae	Priscilla Macrae (Treasurer)	Judy O'Keefe
Roger Balmer, Architect		

1 Apologies

Helen Belsey	Janine Eves	Sylvie Fawcett
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2 Election of Chair

Judy O'Keefe agreed to chair the meeting.

3 Minutes of 26th September 2018 meeting

The minutes were passed as an accurate record.

Matters Arising

- Refurbishment – Roger Balmer, a local architect, met with a group of Trustees in November and very kindly presented some initial ideas and sketches to the meeting. It was agreed that the next step would be to put together an illustrated proposal to present to both villages with suggestions for usage and requests for support and assistance with funding applications, etc. It was agreed to get together for a couple of hours soon to move this on and a date of 22nd January at 7.30pm was fixed. Warm thanks were extended to Roger for his contribution.
- New Trustees – since the last meeting, there has been no progress in recruiting new Trustees.
- PAT Tester – Ian Macrae reported that our past Chairman, Dave Cowdell, has kindly donated a PAT tester for our use. Siobhan Evans will write to him in thanks and has also offered the services of Richard Evans to carry out the PAT testing required.
- Outside lights – Richard Jannaway has replaced the light by the door with a more efficient, brighter LED bulb. Changing the high level light, however, will likely require the services of a professional, insured person.
- “Way In” Sign – Richard has erected a temporary sign to help visitors find the door.
- Treasurer position – with the current Treasurer planning to step down in March, we still have no replacement.
- Maintenance Officer – Richard Jannaway has offered to take care of small maintenance issues and it was agreed to engage professional help as and when required. Ian Macrae has handed to Richard his folder of documentation relevant to the maintenance of the hall.
- Bookings Officer – Jude Farrell reported that she and Mick will take on the booking of the hall. Many thanks were extended to them and all Trustees are asked to assist wherever possible. Suggested ways of making this job easier include having a dedicated mobile phone and number for booking enquiries, a WhatsApp Group for those Trustees with smartphones and the facility on the village website to view photographs of the hall, establish cost and availability before making direct enquiries.
- Cleaner vacancy – this issue is still ongoing as there has not been much response to our advertisements.

- Website improvements – Richard is keen to upgrade the Village Website which is not much used and seems not to cover all the village needs. He is working with the current contributors and managers to try to modernise it, making it compatible with smartphones and in particular, expanding the Parish Hall section to offer event booking and hall availability.

4 **Treasurer’s Report**

The bank account balances are as follows:

Current account	£2,366
Virgin deposit account	£19,119

5 **Parish Hall Rota**

January	Eileen Chandler	April	Judy O’Keefe
February	Janine Eves	May	Jude Farrell
March	Richard Jannaway	June	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 **Review of Events**

- Films: “Three Billboards Outside Ebbing, Missouri” 19th October (profit £140); “Coast to Coast” 16th November (profit £139), “Mamma Mia”, 7th December (profit £265) and children’s film on Sunday, 9th December, “Polar Express” (poorly attended with a loss made).
- Dice & Slice: 27th October – poorly attended with only a small profit from donations.
- Xmas Fayre: 24th November – much more successful with a profit of £471.74.

7 **Future Fundraising Events**

- Jumble Sale, 19th January
- Films: “Leave No Trace”, 25th January; “A Star is Born”, 22nd February; “Widows” 22nd March
- Dog Show, 12th May

8 **Any Other Business**

There was none.

Date of next Meeting: Tuesday, 19th March (includes AGM)

Meeting closed 9.22 pm.