



Pencombe and Little Cowarne Parish Hall Trustees Committee

Minutes of Meeting

Date: 22nd May 2023 Meeting started at 730pm sharp.

| | Attendees: Andrew Mottram (Chair), Janet Legge (Vice Chair), Susan Drew (Treasurer) Emily Barrett, Colin Hadley. | EB wrote notes up. |
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| No. | Topic & Decisions Taken | Owner |
| 1 | Apologies for Absence Frank Nicholson (maintenance) Rosemary Brown Monica Clarke Karen Hodges | AM |
| 2. | Minutes of the last meeting - these were sent out by Emily Barrett. AM asked if everyone was happy with the last set of meetings, all in agreement. | AM |
| 3 | <p>Bookings: Are looking good again, the 21st party went well no problems were had, and the organisers cleaned up very well the following day. 60 people arrived for the coronations, and we raised £950.00 a thoroughly enjoyable day, the array of food that was offered was wonderful and everyone agreed that the event was very successful. Polling day – went without a hitch. We have now purchased Hallmaster to make the hall digital bookings online, Susan has started to build the platform and will send out passwords/details for everyone, Janet will meet with Susan to go over the procedures that need to be undertaken to use the booking system, date to be organised between them. As it stands there will only be 4 of us on the rota system, SD,JL, EB & FN, duties will include meeting and greeting all booked events ensuring hall is clean and safe after every event, booking, in events for clients that are not able to book online themselves, creating invoices. Unfortunately CH has stated that he doesn't have the time to support with the new online system due to his extensive work commitments. EB has stated that she will be commencing every other Saturday in her new job role so will be unable to meet & greet on these days when there are bookings, but is still happy to commit to the hallmaster system. EB to get a new sim card and we will have a mobile phone which will be used on a monthly rota. EB to do a rota SD to start 1st July, EB August, Frank Sept, Janet October.</p> | <p>AM</p> <p>SD</p> <p>EB</p> |
| 4 | <p>Building Maintenance report - Written Account filed by FN FN provided a detailed account of the maintenance jobs completed and actions needed via email as he was unable to attend this meeting, listed below (Frank also emailed today to say that he has secured a refund from Falcon for the cooker parts & labour, 60% of the bill has been refunded) which is excellent news. Activities since the Last Meeting 1. Falcon Induction Cooker - We have recently managed to contact AGA Rangemaster who claim not to have received our letter of 23 February 2023. However, they now have a copy and additional information, they requested, and await their decision as to whether and to what extent they will assist with the cost (almost £700). 2. The new 32 amp Circuit and Double Switch socket - Installed in the Hall on Tuesday 9 May 2023. The electrician noted that the two Burco boilers, in the Bar, running on the same circuit as the kitchen, while other appliances are plugged in will place a huge load on the system. Now we have a new circuit we must ensure we spread the load. 3. Boiler Service - Grange carried out the boiler service on 4 April 2023. They made one fire risk observation that we should cut back the hedging within 1.8m on the eastern boundary? It was agreed to do that once the nesting season is complete. 4. Ricky Baker Glazing - Ricky adjusted both leaves on Fire Doors in the Hall both north and south and has much improved the security. He carried out this work out free of charge. However, he has identified 5 windows with blown sealed units. Three in the Hall and two in the side screens to the main entrance. As the side screens are hardly perceptible it was agreed to leave those until next year. Ricky is due, Monday 22 May to replace the two sealed unit panes in the South Fire Door and the one in a window for the sum of £260. This will be invoiced to the Parish Council for payment as part of the annual £2,500 allocated. 5. Fire Alarm Testing and Fire Extinguisher Servicing - Undertaken on Thursday 16 March 2023.</p> | <p>AM</p> <p>FN</p> |



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| | <p>6. Village Hall Insurance Policy - It has been decided to pay the Insurance in instalments to be able to manage our budget and maintain the £2,000 credit in our Bank Account. Once the Parish Council take on the payment they can decide to pay a lump sum and save the 6% interest charge and reclaim any VAT.</p> <p>7. School Playing field - Use in future for Parish Hall events will involve entering in to a hire agreement with the School and ensuring that theirs and our insurances cover all eventualities for such usage.</p> <p>8. The chlorinated dish washer feed together with a wipe down internally is helping keep the lime scale under control.</p> <p>Activities to be Undertaken</p> <p>9. The HDMI socket, from the equipment in the chair Store, has a wonky fixing and needs rectifying.</p> <p>10. Plastic waste pipes - Replace old and damaged pipes and fittings.</p> <p>11. School long pole - to be fitted behind the the cinema screen housing.</p> <p>12. Soft paving outside the Kitchen - Clean the moss build up potential risk of slipping.</p> <p>13. Paving from the South Fire Escape Doors and making good the road at the bottom of the ramp being looked at by the Parish Council?</p> <p>14. Long term planning vis-a-vis Boiler life - APM has liaised with Richard Hill from Intellegy and has reported on their findings to the Parish Council.</p> <p>15. Monitor existing boiler.</p> | |
| 5 | <p>Finance report - Written Account filed by SD</p> <p>SD provided a full breakdown of the finances and gave out to the attendees for March – May. SD provided annual accounts.</p> <p>SD then read out her finance report for 2022/2023, this have been sent to Ian Pardoe for auditing SD provided a predicted outlook for 2023/24 based on 22/23 and the bookings already made, and bills that we pay on a regular basis, we are currently looking at a £829.86 surplus at the end of the year.</p> <p>SD went through figures so everyone within the meeting understood all the details from report. Income £2601.76, Outgoing £3217.60 for the past 2 months.</p> | SD |
| 6 | <p>Ongoing activities initiated by trustees - Community Coffee, Garden Club, Wine Society, Community Cinema</p> <p>Coffee morning – average 15-18 people each week.</p> <p>Garden Club – enjoyed a wonderful presentation by David Griffiths on hanging baskets and the event was well attended with a plant sale at the end.</p> <p>Wine Club – another good meeting last month, 25 attendees.</p> <p>Book Club - average 10, last Friday of the month, swaps to a Thursday when wine club is on.</p> <p>Cinema Club –Cinema has now ceased until September.</p> <p>LinC – last month’s lunch had 21 attendees.</p> | All |
| 7 | <p>Village Organisations - concerns, report, updates</p> <p>Mums & tots- No representative at this meeting,</p> <p>PUS's No representative at this meeting</p> <p>Young farmers – No representative at this meeting</p> | |
| 8 | <p>Recruitment of new Secretary/Trustees</p> <p>A few members of the community have been approached to take on the role unfortunately nobody was forthcoming, Emily B to continue to write up notes.</p> <p>Ask KH to take on updating website.</p> <p>Ask AP to take on the newsletter.</p> <p>AM has suggested that all community groups should have a named representative to serve as trustees, this will need to be discussed going forward with each group, we need new trustees, please can we have a think about who we think would make a good trustee and who has the time to help with events, try and start conversations with people from in and around our local community.</p> | AM EB All |
| 9 | <p>Future Trustee events –</p> <p>AM to help on linc 3rd June, as EB and SD not available.</p> <p>SD & JL have come up with the idea of a Pencombe and little Cowarne Show, fruit, Veg, Cake competitions ect, to be held on the 19th August, everyone thought this was a fabulous idea. Poster has been produced and will be circulated soon.</p> | SD JL |
| 10 | Matters Arising not picked up in the above items. | EB/AM |



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| <p>12 silver platters have gone missing, AM to look into possibility of the hall lending these out he will check back on bookings and emails and get back to us. AM to write up the cleaners duties and purchasing the cleaning products, and email EB the details. SD has purchased additional frying pans. Cleaning of the chairs, EB, SD, JL & AM agreed to meet 1st June at 10am to spot clean, Hoover, dust all 120 chairs, AM to bring steam cleaner for any stubborn stains. Date for AGM 3rd July 23 7pm, for public 7.30pm advertise date 21 days before the meeting. AM thanked everyone for coming and closed the meeting at 930pm Next meeting Date confirmed is 3rd July 2023@ 730pm</p> | <p>EB AM EB SD & JL</p> |
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