



Pencombe and Little Cowarne Parish Hall Trustees Committee

Minutes of Meeting

Date: 17.07.23

	Attendees: Janet Legge (Chair), Andy Hazlehurst (member of village), Frank Nicholson (maintenance), Emily Barrett, (secretary), Colin Hadley, Hannah Ambler (PYFC chair) Susan Drew (Treasurer) Anne Pedder (new trustee) Karen Hodges.	Written notes by:
No.	Topic & Decisions Taken	Owner
1	Apologies for Absence None	JL
2.	Minutes of the last meeting All happy and agreed, minutes will be printed and signed at next meeting	JL & EB
3	Matters arising None brought forward.	JL
4	Appointments of Committee: Chairmen – Janet Legge – proposed by CH & seconded by KH Secretary – Emily Barrett – propose by SD & seconded by FN Treasurer – Susan Drew – proposed by KH & seconded by HA Maintenance – Frank Nicholson – proposed by EB & seconded by SD	JL
5	Allocation of responsibilities. SD Finance – to stay for one more year in this role. FN Maintenance – to stay for one more year. JL Chairman – oversees the hall, charities commission, safeguarding, and all policies relating to the hall. EB Secretary – minute writer, no formal reports to be completed, will oversee JP Cleaning, ordering of chemicals and other supplies.	JL EB
6	New Trustees: friends of the village: Eddie & Sue Prince have offered to help for future events. Andy Hazlehurst will help frank Pauline Elewell will offer her help for LinC and big events Hannah Ambler – will stay on as friend however is stepping down as chairman of YFC Nan Thomas – card of appreciation for her beautiful flowers she provides. Jenny Matcham – helps every month with bar and LinC, and the arrangement of the floral's at all our events, which is much appreciated.	JL
7	Finance report- SD took us through the previous 2 months income & expenditure. Parish council grant hopefully will be with us this month, we are asking for £2000.00, and another £500 will be kept back which we can claim if we should need it. In April 24, between 1 st & 7 th we will pay the Hall insurance in full, this will reduce the yearly bill by £48. We will consider getting the next oil delivery now if Bob Goode says that the price is right. FN to arrange and let us know if it will go ahead, everyone is happy to let frank may the call.	SD SD FN
8	Boiler After the last inspection of the boiler, they stated that if we look after it, it should last another couple of years so we have decided to keep it going for now to try save some money.	All
9	Hall Master, bookings & mobile phone SD will email Cheryl Evans and ask her to add a book now button and calendar for Facebook and our webpage. Mobile Phone – SD look into “Smartie” group, this is an online phone company with very competitive mobile deals, we have a mobile ready and just need a small contract that the trustees can use to man the phone and the new Hallmaster booking systems, when we start the new rota system.	SD



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	Debit card – SD to look into getting a bank card for the Hall, we currently have a system where we purchase all provisions with our own monies and then request a refund from the treasurer, however EB suggested that a debit card would be very beneficial especially as the cleaning bill can be upwards of £200/£400, we could then have a phone contract instead of a pay as you go, we could purchase LinC sundries, all these purchases could be monitored by the treasurer via online banking, everyone was in agreement for SD to make the enquiries as long as all users would be sensible when spending the Halls budget.	
10	<p>Newsletter –</p> <p>Anne Pedder – Is going to restart the village newsletter, every 3 months, she will speak with Alison & Tim Maynard re the Performa, Anne to have access to Hallmaster to pick up on events, news letter start 1st September. Hard copies and email will be sent to everyone who is on our list. Please remember to let Anne know about interesting events and information that she could include in the letter.</p> <p>JL suggested that we divide the newsletters into groups/areas of Pencombe and distribute between the trustees. JL is also going to speak at the PC meeting next Tuesday to ask if there is a bit of funding available for the printing of the newsletter as many other PC locally help financially with the costs of production.</p> <p>JL said that she would speak with Allan Drew and see if he would be happy to have his clerks comments on the new newsletter as many parishioners don't receive the "Roundabout the Parish" so it would be another avenue to let everyone know what's going on in the parish.</p>	<p>AP</p> <p>JL</p> <p>JD</p>
11.	<p>Store room</p> <p>– Agreed a clean, of both the chair cupboard and the middle cupboard, date to be arranged, when we know what is happening with the Pencombe Tots group.</p>	
12	<p>LinC lunch</p> <p>– Ham ploughman's, FN to ask Jenny for coleslaw, agree on whatsapp who is making what and who will purchase the required items. EB to make a poster and advertise on FB.</p>	EB
13	<p>AOB</p> <p>Janet Legge has been in receipt of Rosemary Brown & Monica Clarke resignation, we're sorry to see both these trustees leave and thank them for their commitment for the past several years, these have been acknowledged and both have been thanked by Janet.</p> <p>We will need to look to see if there is anyone within the two groups that they represented would like to step into these roles. JM & SD to have a think about this and approach the said committees.</p> <p>Now that JL has taken the reigns, all passwords to emails and documents are to be changed with immediate effect.</p> <p>FN will pick up a gift card for AM, it was decided that we would like to recognise AM 15 year service to the hall and small gift of our appreciation will be purchased.</p> <p>With several trustees resigning from their roles, we have identifies that we need to access training for First aid, Food Hygiene and Safeguarding course , Janet has found 3 courses at very reasonable prices and will book the following:</p> <p>First Aid 1 day emergency life support - Emily to attend in person. JL to send details to EB to book herself on the course at a time that's convenient during the next month or two.</p> <p>Food Hygiene – Emily, Susan and Janet to complete online.</p> <p>Safeguarding – Janet to complete online.</p>	<p>JL</p> <p>JL</p> <p>FN</p> <p>JL</p> <p>JL</p> <p>KH</p> <p>SD</p>



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<p>Google drive – Karen Hodges has kindly said that she will create a google drive of the documents from AM and will connect the remaining trustees to this account, this will allow us to attach & store docs in one place and everyone will have access to it. SD had meeting with Pencombe school and has agreed £40 to hire the field for the show and to ensure that ours, the school's and the parish council insurance covers the event.</p> <p>FN brought a concern to the table about a recent communication that was sent out on behalf of the trustee's, he felt that as it was sent on all our behalves we should have been privy to the content before its distribution even though he agreed with the content, this was seconded by another committee member. All agreed that this would happen for all future correspondence.</p>	<p>FN</p>
<p>Village Organisations - concerns, report, updates</p> <p>Mums & tots- We are currently waiting to see if this group will continue once PU5's will cease trading.</p> <p>PU5's Sadly PU5's is ceasing to trade, due to retirement of the 3 main trustees, Pencombe school are in a consultation period to see if it is possible to take on the charity and make it part of the federation.</p> <p>Young farmers – HA is sadly stepping down in September at the next AGM however Jake Davies will be stepping up and taking the role forward, we wish them both well.</p> <p>Ongoing activities initiated by trustees - Community Coffee, Garden Club, Wine Society, Community Cinema</p> <p>Coffee morning – all going well</p> <p>Garden Club – all going well and recently had a private viewing at Lower Hope Farms courtesy of Brian Hall the head gardener which was very much enjoyed by all.</p> <p>Wine Club – all going well</p> <p>Book Club – all going well</p> <p>Cinema Club – The cinema committee, consisting of AM, RS, AP, JL met on the 17th July and have chosen the next 4 films for when the cinema club recommences on the 15th September 2023, the club will show all viewings on the 3rd Thursday of every month going forward, everyone is welcome.</p> <p>LinC – attendances is a little down it is hoped when we do the newsletter drop more residents will join us. EB to complete new advert for LinC August date and post on Facebook, KH to add to website.</p> <p>Meeting ended 9.30pm Next Meeting : 4th September 7.30pm.</p>	<p>EB, KH</p>

Commented [1]: See amendment - 2023.09.04 Minutes