

Thurlestone Parish Hall Committee  
AGM Minutes

Tuesday 21 May 2024, 5pm

**Present**

**Committee Members:**

Alison Daily	Vice Chair
Lisa White	Treasurer
Ingrid French	Bookings Clerk
Chris White	Maintenance

**Friends of the Parish Hall:**

Dave Gibby	Matt Bright
Viv Gibby	Caro Mellor
Jo May	

10 members of the Public

Agenda Item	Action
<p><b>1. Apologies for Absence</b></p> <p>Apologies were received from:</p> <p><b>Committee:</b> Sian Hodges      Parochial Church      Karen Barker      Secretary</p> <p><b>Friends of the Parish Hall:</b> Anna Burhouse</p> <p><b>Members of the Public:</b> Anne Rainbow Stephen Thomas Sally Martin</p>	
<p><b>2. Minutes of the 2023 AGM</b></p> <p>The minutes of the AGM held on Friday 23 February 2023 were agreed and signed.</p>	
<p><b>3. Matters arising from the 2023 minutes</b></p> <p>There were no matters arising.</p>	
<p><b>4. Chairman's Report (Alison Daily)</b></p> <p>Good evening and welcome to the Parish Hall AGM</p>	

I would like to thank my fellow committee members, maintenance team and Friends of the Hall, for all the hard work and time they've put in this past year. Special thanks to our leavers Diane Martin, Sue Dwyer, Malcolm Breton and Viv & Dave Gibby, I wish them all the best for the future.

A hall such as this needs people, whether it's in the running of it or supporting events and classes, one cannot survive without the other, new members are always welcome so if you'd like to volunteer to join the committee or friends, please give your details on the form by the hatch at the end of the meeting.

As mentioned at last year's AGM this year was going to be an experimental one for events using information gathered from the questionnaire. Success has been mixed but is providing a valuable learning experience. The committee will use this information to find the best way forward for the future.

We were delighted with the attendance for the Coronation Day screening of the ceremony followed by a buffet, it was a great day that will stay in our memories for many years to come. Two screenings of the Land of the Five Beaches and Village People proved very popular and nostalgic for many. A Sea Shanty had a packed audience and helped raise funds for both us and the RNLI. Family Fun, an impromptu screening of the women's world cup final, several Pub nights, a classical concert and a disco were also held. A group of young Beavers from Kingsbridge camped overnight which was a new experience for most of them. Clubs and classes are thriving and the purchase of Pickleball equipment has proved enormously successful with the cost already covered.

Future events include Open Gardens, a twist on the pub night with Beer & Boules, Family Fun this time in August when the Codmobile will be in attendance, Last Night at the Proms, a jazz evening and a Murder Mystery. Please come along and support these events so they can continue.

The maintenance committee have been kept busy as usual keeping the hall fit for purpose and maintaining the building to its high standard. A special thank you to our Mr Fixit, Paul Martin without whom many of the repairs and improvements would simply not get done, we are very fortunate to have him.

I'd also like to thank the unsung heroes, usually partners and spouses of members who come along and help, you are greatly appreciated. Although it's difficult to single out individuals I must give a huge thank you to Karen Barker our secretary for her skills in organising us all, Gill Stone who was nominated as the representative for the PC but has thrown herself into the role and proved a great asset to the committee as has Ingrid French who has settled into the role of booking clerk so successfully.

Finally, thank you to all of you for listening, I will now hand over to Lisa for the Treasurer's report.

## 5. Treasurer's Report (Lisa White)

The Parish Hall Committee are pleased to be able to report on an excellent year of operation for the Parish Hall in 2023. The strategic objective of being the focal point for recreation within the Parish has been achieved through a diverse range of activities.

The bank interest has provided a much improved level of income generating £2234. However, interest rates are on the downward turn.

The Hall benefitted from a donation of £7500 from a past resident of Thurlestone together with £100 from Juliette Atkin. Juliette has been a staunch supporter of the Parish Hall over many years. South Hams District Council gave us a grant of £500 towards the infrared heating system installed in the entrance hall and the Yeo Room.

The car parking permits for the holiday homes on Main Street generated a total of £650 – we now have 10 holiday homes + the Friends of Thurlestone School pay an annual fee of £200 towards the cost of the upkeep of the car park and we had 3 miscellaneous short term parking fees. This year the holiday homes are paying £100 per annum and we now receive quarterly payments of £50 from the Fish and Chip van and the Pizza lady.

The Solar Panels have continued to provide an excellent return on our initial investment back in 2011 and in 2023, we received a total of £2906.64 – the highest annual return that we have ever had. We just need the sun to keep shining. However, we need to bear in mind that the Feed-in tariff will only be paid for a total of 25 years.

The Hall is proving to be an excellent venue for a wide range of fund raising events in aid of various charities and also to supplement the income of the Hall in order to keep a healthy balance for the future. Charities that have benefitted include the Rotary Club of Kingsbridge, the Friends of Thurlestone School and the RNLI. Events in support of the Hall have included Pub Nights, a film showing the “Land of the 5 Beaches”, our annual Family Fun Evening, and evenings with the Sea Shanty Group and Divertimento. The Hall was particularly pleased to organise a Coronation Buffet to celebrate the Coronation of King Charles III.

The Hall Rental Income comprises the various user groups of the Hall including Art, Badminton, Bridge, Crafty Mondays, Fitness Yoga with Suzi, French Conversation, Healthy Movement with Saffron, Line Dancing, Mead Management Co Ltd, Pickleball, Salcombe Rowers, Sea beyond Pilates with Sharon, Table Tennis, Walking Football and Yoga with Sarah. The Hall is also used by the local Village Voice Magazine, the Parish Council, and for Local Elections, together with hirings by private individuals for Business Meetings, Parties, a Garage Auction Sale, Garden Furniture Sale, and Workshops by the Sentinel Health Group.

On the expenditure side, the events expenditure related to Bar Licences for the Pub Nights, the Film night, Coronation Buffet, Family Fun Evening, Sea Shanty evening and Divertimento concert. We had payments to Divertimento, £600, Bar Stock and a deposit of £75 for the Candlelight Murder Mystery Players who will be performing in the Parish Hall on Saturday 16th November. I do hope that you will all be able to come.

Since the start of Covid, we have received considerable grants from SHDC together with other small grants. Following on from the Parish Hall survey done in 2022, it was decided to use these funds to update the facilities in the Hall and to improve the aesthetics. In 2023, we replaced the tablecloths at a cost of £1188.30, and installed 2 Stone Flower Troughs in the car park for £664.20 - we are very grateful to Sue Dwyer, Anna Burhouse/ Stern and Caro Mellor for all their hard work in keeping the troughs looking so good. It was decided to enclose the porch with windows to make it more pleasant for people waiting outside and to protect the front door from the elements. Southfield Windows provided the glass at a cost of £1998.72 and Simon Hurrell built the dwarf wall at a cost of £825. We also decided to extend the Infrared heating to the Yeo Room and the Hallway. The panels cost £3033.72 and Finnish Electrical installed them at a cost of £2382.30. A magnetic White board for the car park cost £525.52 and a new Pickleball set cost £310. Pickleball has become quite the craze and we have more than recouped the expenditure with the number of hall hirings. We have also invested in 2 SumUp machines for card payments at events. These have proved to be invaluable. Since Covid, people do not tend to carry much cash with them and although SumUp charge a commission of 1.69% on each transaction, it is well worth the convenience.

Devon Maids have been undertaking the weekly clean of the Hall for £50 per week. However, towards the end of the year, they increased this to £75 per week. We now have a new cleaner who charges £17.50 per hour and does 2 hours per week.

With regards to the utilities, I am on a monthly payment scheme for the telephone and internet, currently £26.53 per month, and electricity, and quarterly for the Water Rates. The cost of electricity was high in 2023. Needless to say, energy prices have come down and EDF wanted to charge us an horrendous penalty for leaving our current deal – over £5000. We appealed to our local MP for help and we now have a deal costing 23.7p per Kwh and didn't have to pay the penalty. That affects electricity payments from February of this year.

The figure for oil is the cost of the oil remaining in the tank at the beginning of the year. We are currently using our stock of oil to heat the Yeo Room and the Entrance Hall and when that has all gone, the infrared heaters will be used and we shall be able to dispense with the huge oil boiler in the boiler room.

The main expenses on repairs included £351.25 to Dart Fire Protection for the Annual servicing of the Fire Extinguishers – we did need 2 new extinguishers and a fire blanket - and £78.79 to Dart Fire protection for the Annual Alarm and Lights Service. £2423.83 was paid to Finnish Electrical for the rewiring of the car park lights, PAT testing and alterations to the toilet lighting. The exterior decorating of the Hall cost £2605 and £882 was paid to Start Point Flooring for the oiling of the floor in the Main Hall. The Boiler Service cost £109.08 and Paul Martin replaced the kitchen taps at a cost of £232.09.

The uncategorised expense relates to the Front door Smartlock Annual Charge of £16.98. the additional £170 is an accounting adjustment which is balanced by the same figure in the income - I was unable to make payments for several weeks from the Barclays Bank Account and used an alternative method of payment.

We are registered for Business rates with South Hams District Council. As a charity, we are entitled to an 80% reduction with the other 20% being at their discretion. We were given

	<p>full exemption from payment of Business rates in 2023 and this has already been confirmed for 2024.</p> <p>We have always tried to keep the hire rates of the Hall as low as possible. Inevitably with the rises in the cost of living, it has become necessary to increase some of the hire rates. The local rate will remain at £9 per hour for the Main hall and £6 for the Yeo Room but for some classes, the rate will increase to £10 per hour for the Main Hall and £7 per hour for the Yeo Room. The rate for parties will increase to £14 per hour for the Main Hall and £8 per hour for the Yeo Room, and South Hams District Council will be charged £300 for elections. Commercial hirers will be charged £20 per hour for the Main Hall and £15 per hour for the Yeo Room. I hope that our hirers will understand. Our hire rates will still remain extremely competitive compared to other Parish/Village Halls in the area.</p> <p>Thurlestone Parish Hall remains a huge asset to the residents of Thurlestone, West Buckland and Bantham and the whole Parish should be very proud of their Parish Hall.</p> <p>I would like to say a very big thank you to my Independent Examiner, Gavin Price.</p> <p>I tendered my resignation as Treasurer at the end of July last year but agreed to stay on until a replacement could be found. I do hope that someone will step forward. They will be given full support in the role.</p> <p><b>There were no questions from the floor regarding the Treasurer's Report</b></p>	
<p><b>6.</b></p>	<p><b>Election of Committee</b></p> <p>All the remaining committee members had volunteered for re-election and the motion to re-elect them was carried with no objections.</p>	
<p><b>7.</b></p>	<p><b>Trust Structure and Governing Document (Chris White)</b></p> <p>Chris explained that the Charity Commission will not allow the Governing Document to be re-written but will accept changes to it if the Trustees write a Resolution Document which will then be held together with the original Governing Document. He then explained that the Trustees and the Committee will work together to write the new Resolution Document but that it will take a while. He showed the progress to date on the organisation structure in the next 3 slides.</p>	

# Parish Hall Organisation Structure

## Charity Commission Regd Trustees

Minimum 5  
Maximum 7

## Committee

### Officers

Chair

Vice Chair

Secretary

Treasurer

Booking Clerk

Maintenance Chair

### Parish Village Representatives

Banham

Buckland

Thurlestone

### Parish Institution Representatives

Parish Council

Parish Church

Thurlestone School

Village Voice

### Co-opted Roles

(as required)

## Friends of the Hall

	Role	Responsibilities
<b>Trustees</b>	Oversee the running of the Charitable Trust and Parish Hall	<ul style="list-style-type: none"> <li>ensure the hall is run in line with the GD and, in particular, the stated charitable purpose</li> <li>ensure the hall is run according to CC laws, rules and guidance</li> <li>ensure the hall is run in a financially responsible manner</li> <li>provide overall direction and guidance to the Committee</li> </ul>
<b>Committee</b>	Manage the hall on a day-to-day basis and organise major fund-raising events	<ul style="list-style-type: none"> <li>manage the fabric and facilities of the hall to the highest standard</li> <li>provide a booking facility for all hall users</li> <li>manage the day-to-day finances within the agreed budget</li> <li>organise and run fund-raising events of varied interest to the community</li> </ul>
<b>Friends</b>	Support the committee in running major events	<ul style="list-style-type: none"> <li>None</li> </ul>

<b>8.</b>	<b>AOB</b>  The Chair asked Matt Bright to come forward and explained that Matt had been asked to produce some photos of the 3 villages in response to a request to 'make the hall more welcoming'. The photos were revealed and Matt was given a round of applause. The Chair also thanked Paul Martin and Brian Barker for putting up the photos.  <b>There were no questions from the floor under AOB.</b>	
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The meeting closed at 5.35pm.

Signed.....

Chair

Date.....