

Thurlestone Parish Hall Committee
Meeting Minutes

Monday 11 March 2024, 4.30pm

Present:

Alison Daily	Vice Chair	Gill Stone	Parish Council
Karen Barker	Secretary	Anna Burhouse	Friend of the Parish Hall
Ingrid French	Bookings Clerk	Dave Gibby	Friend of the Parish Hall
Lisa White	Treasurer / Bridge	Viv Gibby	Friend of the Parish Hall
Chris White	Maintenance		

	Agenda Item	Action								
	<p>Before the meeting started Sue advised that she was resigning with immediate effect. Sue stated that resignation is not due to recent events but for personal reasons. She will not be able to run the Open Gardens event, but will still hold her plant sale. Anna is taking over looking after the planters. Sue left the meeting at this point.</p>									
1.	<p>Apologies for Absence</p> <p>Apologies were received from:</p> <table style="width: 100%; border: none; margin-top: 10px;"> <tr> <td style="width: 25%;">Sian Hodges</td> <td style="width: 25%;">Parochial Church</td> <td style="width: 25%;">Matt Bright</td> <td style="width: 25%;">Friend of the Parish Hall</td> </tr> <tr> <td>Jo May</td> <td>Friend of the Parish Hall</td> <td>Caro Mellor</td> <td>Friend of the Parish Hall</td> </tr> </table>	Sian Hodges	Parochial Church	Matt Bright	Friend of the Parish Hall	Jo May	Friend of the Parish Hall	Caro Mellor	Friend of the Parish Hall	
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2.	<p>Minutes of previous meeting</p> <p>The minutes of the meeting held on Monday 15 January 2024 and Friday 23 February were agreed and signed.</p> <p>Matters arising from the minutes</p> <p>Malcolm has asked for the following information to be recorded in the minutes to clarify a couple of points in the minutes of the meeting held on the 23 February.</p> <p>Someone asked what Ken's background was and the minutes state that ' he ran a B & B in Hope Cove and worked for a while in the finance dept of the golf club'. It should have been clear to a number of people present at the meeting that this statement was in fact incorrect. Malcolm has personally told various members of the committee that Ken has had a significant career as a Senior Project Manager for, amongst others, the NFU.</p> <p>In addition, it is stated in the minutes that Ken takes 2-month holidays. This statement of 2-month holidays came up when it was noted that Ken was to be unavailable for both the AGM and the March meeting due to previously booked holidays. There was laughter when I said jokingly that Ken had about 2 months worth of holidays a year and Ken replied that he probably did when his various weekends and</p>									

	<p>the 4 one week golf trips were added to his main 2 week holiday. None of this would have given any difficulty in managing the Treasurers workload.</p> <p>Dave and Anna mentioned they had some questions about the meeting and minutes from the 23 Feb. Alison asked if they could wait until the end of the meeting to ask their questions.</p>	
<p>3.</p>	<p>Action Log See action log for updates and new actions.</p>	
<p>4.</p>	<p>Events</p> <p>16 Mar - Pub Night Setup – Ingrid is available to help with the tables at 5pm. 6pm setup the games and Bar. Alison, Alan, Karen, Martin?</p> <p>Bar stock to be purchased this week. Chris able to help behind the bar if busy. Games to be put out on the tables as usual.</p> <p>27 Apr – Disco Vinyl DJ Robbie Cooke confirmed for 27 April. Charge is £250 Setup 10am – Ingrid & Tony, Alison & Alan, Karen, Gill? Chris & Lisa Small tables in Yeo room as quiet area Decks to be setup at the end wall. Alison to confirm if DJ Robbie would like the stage.</p> <p>Bar – usual selection plus more soft drinks Ticket price £7.50 on the door under 16’s free 7.30pm start</p> <p>One Act Plays – Alison has spoken to Cary Ryan-Parker who has advised they need 1 years notice if we want to put a play on in the hall. The event would be 1 play followed by an interval with food and drinks. The second half is another play. Cary didn’t give an indication of cost as she indicated it might be too much for the hall. Gill to speak to Cary to see what the cost is.</p> <p>Open Gardens – Anna will oversee Open Gardens. Karen will arrange the maps, tickets and posters. Balloons at the gardens and tickets for each location Plant sale at Sue’s. If Sue not available the plant sale could be held in the hall car park. Teas & cakes at hall. Gill offered to provide a cake.</p> <p>6 Gardens: Jan Meredith, Stephen & Diana Parker-Swift - Lower Kerse, Bryan & Marion Rigby - Old Rectory, Stewards will be needed for Rectory Gardens. Declan & Sue Dwyer - Yarmer, Fiona Drye,</p>	<p>Alison</p> <p>Gill</p>

	<p>Hal & Vivienne Plews - 8 Court Park</p> <p>Anna to speak to Sue to confirm all the details.</p> <p>Dave asked who will take over the October event from Viv? To be confirmed</p>	<p>Anna</p> <p>TBC</p>
<p>5.</p>	<p>Finance Report</p> <p>Income</p> <p>Quarter 4 2023</p> <ol style="list-style-type: none"> 1. Bank Interest – £484.72. Notification of this was not received until the second week in February. The bank also changed how they report the interest and this did not include the bank interest for December 2023. <p>Quarter 1 2024</p> <ol style="list-style-type: none"> 1. Car Parking Permits – This includes car parking permits for 9 holiday homes and the quarterly payment for the Codmobile. 1 holiday home has decided not to renew. New price increase from 1 April. 2. Feed-in-Tariff - £302.63 for the quarter 1st December 2023 – 6th March 2024 3. Main Hall Parish – Main Hall rental @£9 per hour – hire of the Hall for Pickleball has covered the cost of the set. 4. Main Hall Private Party – 1 party @£12 per hour 5. Main Hall Non-Parish – charged @£12 per hour. These were for Pickleball bookings - a chap from Churchstow had 2 bookings for 2 hours each and a lady from West Alvington had a 1 hour session. 6. Yeo Room Commercial – Jeremy Wright had a booking for a meeting @£9 per hour. 7. Yeo Room Parish – Yeo Room rental @ £6 per hour. <p>Expenses</p> <p>Quarter 1 2024</p> <ol style="list-style-type: none"> 1. Events Expenditure - £21 to Karen Barker for the bar licence for the Film Night; £53.49 to Karen Barker for Ink Cartridges; £114.57 to Malcolm Breton for bar stock. Please note that £110.58, the value of the bar stock at the end of 2023 has been transferred back into Events Expenditure; £4.03 commission to SumUp (confirmed). Additional £9 to Malcolm Breton for J20s for the bar and £21 to Karen Barker for the bar licence for the Pub Night to be held in March. 2. New Equipment – 90.12 to Paul Martin for a new A1 notice board for event poster display outside. A total of £232.40 has been paid to Paul Martin for the upgrade of the lighting in the Yeo Room. £177 75 has been paid to Karen Barker for the new SYNC storage system. £1155.00 has been paid to The Logical Choice Group for 3 pictures by Matt Bright to be installed in the Main Hall. £170.00 has been paid to Marsh Dawes for a new display cabinet housing the award for the Land of the 5 Beaches together with an original video. 3. Cleaner Costs – 6 weeks @ £75 = £450. Please note that Devon Maids increased their charges from £50 per week to £75 per week. We now have a new cleaner who is paid £17.50 per hour. I have so far paid her for 4 hours in February. She will give me her hours on a monthly basis. 	

4. Telephone and Internet - £92.82 for the quarter. This may incur an increase from April.
5. Cleaning Materials – Devon Maids were paid a total of £27.23 for Hoover Bags, Washing-Up Liquid and a new mop and bucket.
6. Electricity – We paid no electricity costs in November, December 2023 and January 2024 but were hit with a huge bill of £3660.78 in February. The majority of this bill (up to 23rd January) was at the higher rate of 58.90p per KWh. This rate has reduced to 23.70 per KWh. The February electricity bill will be £376.64
7. The stock of oil at the end of 2023, £333.65 has been added into Oil costs.
8. The prepayment of £429.36 has been added back into Property Insurance to cover 1st January to 31st March.
9. Water Rates - £78.83 for the quarter.
10. Repairs - £29.74 to Chris White for a repair to one of the loos in the Ladies and £35.20 to Paul Martin to replace a broken outside waterproof double socket.

A total of £3472.79 has been capital expenditure agreed for the improvements of the Hall.

Current Account £23439.89 Deposit Account £56510.29 Money to be Banked £302.80

Questions asked about the Finance report

Dave raised that the terminology (capital) used in this meeting and the report provided is the same as referred to in the EOM and shouldn't be used as was one of the criticisms raised.

Report from Finance Sub-Committee Meetings held on January 24th and February 1st

The minutes of these meetings have already been circulated by Dave Gibby, I will summarise the contents under headings together with updates on progress:

1. Re-evaluation of Fixed Assets – Dave Gibby had agreed to investigate. He contacted 2 firms of Chartered Surveyors, the first wanted to charge £600 + VAT + travel expenses from Exeter, the second wanted to charge £500 + VAT. John May was contacted but he felt that he was too out of touch and to go onto the RICS website to get information. Chris White found a website which shows both the tender price index and building cost index. The calculation for the Hall came up with £800K/£837K. The current value on the insurance is £820K. (Please note that Chris is a Fellow of the Royal Institute of Chartered Surveyors.)
2. Hall Insurance – At our meeting at the end of November, Dave agreed to look into this. He went onto the website for Zurich Insurance and suggested that they could halve what we have been paying through Sabre Insurance. However, the Zurich quote didn't include a number of important items. The Hall insurance does need a complete overhaul at some point in the future particularly as when the Hall was built, the lighting was included in the build cost rather than as contents. As an afterthought, this presumably also applies to the infrared heaters. Dave has a file which Kit Marshall passed on to Chris recently with details of everything bought for the new Hall in 2005. To date, we are no further forward. Insurance is due 01 April 2024.

	<ol style="list-style-type: none"> 3. Cleaners - We do have a list of old caretakers duties. Ken said that the Golf Club currently pay their cleaners between £16 and £18 per hour. Karen contacted South Milton and Marlborough. We have subsequently engaged Jenna Weeks who also cleans for South Milton at a cost of £17.50 per hour. 4. Change of Bank Account – on hold as we shall need new signatories from those originally agreed. 5. Grant Opportunities – There is a Community Resilience Fund through Devon County Council where up to £10,000 could be available to Parish Halls for improvements such as infrared heating installations and could be retrospective. Chris and Dave subsequently submitted the application form. 6. Budget - Budget figures and overspends need to be pre-agreed. Reserve figure is currently £40,000. Should this be increased? The budget figures were discussed and I have attached the agreed figures. 7. Hall Hire Rates – These have now been agreed and have been circulated. We shall need to decide on an implementation date for the new rates. 8. Accounting System – On hold until we find a new treasurer. 9. Central storage for files – Karen was to speak to Mike Bone and has subsequently set up a SYNC subscription. 	
<p>6.</p>	<p>2024 Budget 2024 budget as discussed and drafted at the Finance subcommittee. This budget and format should make it clearer for the year.</p> <p>Dave raised that he felt the income should not include the bank interest.</p> <p>Agreed by all that the new hall hire rates should take effect from 1 May. Lisa to advise all hall users of the new rates. Ingrid asked if these applied to existing booking in the diary. Confirmed they do and they will need to be advised.</p> <p>Lisa raised the event held in the hall recently to celebrate the life of Gillian Marshall. The hall was used for a Saturday afternoon. Due to the contribution to both the community and the hall by both Kit and Gillian Lisa asked the committee whether we should charge for the hall usage. Kit and Gillian were part of the committee and involved in the building of the new hall. Committee agreed not to charge Kit for the hall usage. Vice Chair to send Kit an email advising him of the decision and saying thank you and in recognition of their contribution to the hall.</p> <p>Anna stated that we should equitable and know why we are making exceptions to the rules. Agreed such decisions would be on a case by case basis and decided by the committee.</p> <p>Dave asked if we had heard back about the grant recently applied for. Chris advised we haven't and will chase it up.</p> <p>Mark Long announced at the recent Parish Council meeting that they have an allocation of funding for the new year for local sustainability. Samantha had previously committed to Dave that she would contribute from her new funds. Dave to send email to Karen.</p>	<p>Lisa</p> <p>Alison</p> <p>Chris</p> <p>Dave</p>

<p>7.</p>	<p>Maintenance Report</p> <p>See maintenance log for full details, updates and new actions.</p> <p>Paul has been busy completing a number of items and actioned as Closed on the maintenance log.</p> <p>Items:</p> <ul style="list-style-type: none"> 12 Chris to give the area another spray as it seems to be working. 31 Chris to chase and contact another decorator for a quote. 20 Chris waiting for the door manufacturer to come back to him. 29 Not urgent. Tests have been carried out in the hall to see if the number of people affects the heat, and this can be used to automate the controls. Not clear, so looking into alternative options. 30 Two quotes obtained. £5,800 the lowest received. 13 POTS display cabinet completed. Just needs something in the back to show off the glass award. Karen to do something in the back as a contrast so you can see the award. 15 Dimmers not working for central lights. Paul to source a new switch plate with 1 dimmer 1 switch. 35 Should we remove the pull cords? Currently users pull the curtains as they are unaware the pull cords are there. Agreed. <p>2024 list:</p> <ul style="list-style-type: none"> • Internal decoration. Main hall and Yeo room. Yeo Room below the dado rails, above and below in the main hall. c£1.5k • Backflow damper £1.5k • Improve car park surface, especially around entrance. Option is to continue with gravel. Current quote £5,800. • Doors c£6k <p>Chris raised whether we should do all these items in 2024, the cost will be c£14k. This will use funds in our current account leaving a balance of £10k.</p> <p>Committee agreed to support all the items.</p>	<p>Karen</p>
<p>8.</p>	<p>Trust Governing Document</p> <p>All agreed the current document is not viable as it stands and needs rewriting. The new document should include periods for review to ensure it remains relevant in the future. All agreed initial step should be to check the Charity Commission website to see what proformas exist.</p> <p>Anna advised she has previously reviewed governance arrangement for a charity in Bristol. The current document would not stand up to scrutiny under current charity commission rules. The process should be started from scratch but ensuring the principals of the existing document are carried forward. Anna was concerned why it was felt it would take a year to do. Karen explained that in the meeting on 23 Feb</p>	

	<p>everyone felt a new document would not be completed in time for this years AGM so it would be drafted and presented at the 2025 AGM.</p> <p>Anna raised that a view on the committee setup and structure could be done ahead of this years AGM and included on the agenda. Karen advised the Governing Document was due to be on the agenda for the AGM with an update on progress and advising what was being done.</p> <p>Dave agreed we should decide the setup of the committee asap and it should include representatives from Bantham and Buckland. Alison advised that we all agreed, however, Gill is the only permanent resident in Bantham which makes a specific Bantham representative difficult and Buckland don't attend any events and don't get involved.</p> <p>All agreed a meeting should be held to look at the structure and an overview to be taken to the AGM.</p> <p>Alison raised that the Committee used to all work together and everybody got involved. She finds the current atmosphere difficult and wants everyone to be friends working together. The recent weeks have been horrible for everyone.</p>	Alison
9.	<p>AOB</p> <p>AGM Date Tuesday 21 May 6pm. Ingrid to speak to Salcombe Rowers about their booking.</p> <p>Cloud File Storage Sync subscription now in place. Karen is putting the file structure in place. An email will be sent out to everyone with a link to access the future meeting papers. All asked to keep this email and link safe as it will be the same link for all future papers.</p> <p>Tables Alison raised that at the Village Voice lunch the tables were dirty and the ones in the Yeo room were green. Not sure what it was on the tables, could Ingrid raise with users when booking they need to clean the tables. Due to the tables being green the thought was it may be following the Art Class? Ingrid to speak to Marianne as Art Class in Yeo Room.</p> <p>EOM Anna wanted to say that this has clearly been a horrible process for everyone and been painful to see. It is a shame it has happened. These are Anna's own thoughts being an outsider and a friend of the hall. She hopes that going forward there is something about how to be really open and transparent. She is concerned about meetings going on that others know nothing about. The situation could have been different in retrospect. In her experience time is a healer. Is there anything that can be done to help repair the damage. How do we put it right?</p>	Ingrid

	<p>Chris felt we need to put it behind us. Anna suggested we look at taking a restorative approach. Anna has done restorative action and knows how to do it. Something to consider doing.</p> <p>Dave raised that what happened was regrettable and unnecessary. Dave raised the comment in the minutes about there being other incidents outside the committee meetings. Karen explained that at the meeting none of the attendees had wanted any further details on what those incidents were which is why there is no detail in the minutes. Alison provided the recent Beavers stay as an example. Malcolm had advised Ingrid that the Beavers could stay in the hall for free. This decision was made by Malcolm alone. It should have been a committee discussion and decision. This was not the first unilateral decision made by Malcolm.</p> <p>Alison raised that she needs to put something in Village Voice about Malcolm resigning. Anna offered to speak to Malcolm about what should go into Village Voice.</p> <p>Viv raised that what happens in parish hall should stay in the parish hall. Outside is different and should be separate, seeing people in the street and at social events everyone should be as they were before. Alison, Karen and Lisa all stated that they have not discussed the events with anyone as they agree it is Parish Hall business. Karen agreed with Viv, but did say that when things get personal, which they did, it makes it a lot harder.</p> <p>Alison raised the Events committee as she felt that the discussion on events should be part of the main meeting. After reading the governing document this confirmed her view and felt by having the sub committee it removed this. The separation one reason Alison wrote her resignation letter and explained this within it.</p> <p>Treasurer – Long term we will still need a new treasurer and someone who knows what to do to take over. By putting the accounts online it gives us the ability for two people to work together, which will help Lisa in the meantime. Ingrid offered to assist with invoicing as she gets a lot of enquiries chasing invoices. Lisa and Ingrid to Liaise.</p>	<p>Anna</p> <p>Lisa/Ingrid</p>
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The meeting closed at 18.17pm.

Next Meeting	
Monday 13 May 2024 @ 4.30pm	Yeo Room

Signed.....
Date.....

Vice Chair