

Thurlestone Parish Hall Committee  
Meeting Minutes

Monday 13 May 2024, 4.30pm

**Present:**

Alison Daily	Vice Chair	Anna Burhouse	Friend of the Parish Hall
Karen Barker	Secretary	Jo May	Friend of the Parish Hall
Lisa White	Treasurer / Bridge	Katie Coombe	Thurlestone School
Chris White	Maintenance		

	Agenda Item	Action																
<b>1.</b>	<p><b>Apologies for Absence</b></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>Ingrid French</td> <td>Bookings Clerk</td> <td>Viv Gibby</td> <td>Friend of the Parish Hall</td> </tr> <tr> <td>Gill Stone</td> <td>Parish Council</td> <td>Dave Gibby</td> <td>Friend of the Parish Hall</td> </tr> <tr> <td>Caro Mellor</td> <td>Friend of the Parish Hall</td> <td></td> <td></td> </tr> </table>	Sian Hodges	Parochial Church	Matt Bright	Friend of the Parish Hall	Ingrid French	Bookings Clerk	Viv Gibby	Friend of the Parish Hall	Gill Stone	Parish Council	Dave Gibby	Friend of the Parish Hall	Caro Mellor	Friend of the Parish Hall			
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<b>2.</b>	<p><b>Minutes of previous meeting</b></p> <p>The minutes of the meeting held on Monday 11 March 2024 were agreed and signed.</p> <p><b>Matters arising from the minutes:</b></p> <p>Dave Gibby asked for the following comments to be recorded:-</p> <p>Under item 2 Malcom pointed out that whilst the minutes of the extraordinary meeting on the 23rd of February might be an accurate reflection of what was said at that meeting (when neither he nor I were present) they contained a number of factual inaccuracies. In addition to those matters raised by Malcolm I pointed out that the statement on page 11 of the minutes of the extraordinary meeting, that following the second finance sub-committee meeting: 'no one who attended the meeting has responded to the papers sent out to confirm they are correct or agreeing the next steps.' - was not true. Malcolm, Ken and I all responded to the papers sent out and I advised the March committee meeting accordingly. I also undertook to forward the e-mails in question so that the committee could see the true facts for themselves. I completed this action by sending out an e-mail on the 12th of March. All of this should be recorded in the minutes of the 11th of March meeting.</p> <p>My other comment is in relation to item 5 and my comments on the finance report. I probably did not explain myself very well at the meeting. I have no problem with the term capital. However, on page 2 of the minutes of the extraordinary meeting under the heading of 'Treatment of Major Expenditure' it states that 'the way the hall</p>																	

	<p>operates in the way of expenditure is explained to all newcomers but not all understand it' and furthermore 'there is no such thing as capital'. There are further criticisms of the finance sub-committee and Ken in particular for using the term 'capital' elsewhere in the minutes of the extraordinary meeting on the 23rd of February. It was astounding to then receive the Treasurer's report for the 13th of March and listen to the verbal report at the meeting and hear the term 'capital' being used. I will comment no further.</p>	
<p><b>3.</b></p>	<p><b>Action Log</b> See action log for updates and new actions.</p>	
<p><b>4.</b></p>	<p><b>Events</b></p> <p><b>27 Apr – Disco</b> Those who attended really enjoyed it. We only had 18 people attend with ages ranging from 6 months upwards and included a few teenagers. Thank you to Matt Bright, Alan Daily and Brian Barker for helping setup the disco and at the event.</p> <p><b>Open Gardens</b> Vera Pailthorpe has donated £30 for Tea and Coffees. There is tea and coffee in the cupboard but unsure how much.</p> <p>Alison will be selling the Tea and Cakes. We will need volunteers to make cakes, Alison to send an email round. Lisa and Martin Stern have offered to make a cake. Alison asked whether we should charge a flat fee of £2.50 for Tea and Cake or do it by donation. The committee agree to a fee of £2.50 with a donation pot on the counter. Jennifer Mackie is due to help in the kitchen. If she is unable to help Alison will need assistance. Jo offered to help.</p> <p>Tickets and maps will be sold at the hall with Karen selling. Sumup machine to be available.</p> <p>We will need some dog bowls at the hall. Lisa and Karen have dog bowls available.</p> <p>Anna advised 5 gardens have confirmed. Awaiting to hear from Jan Meredith, Anna now has a telephone number for her, so will try again.</p> <p>Gardens are: Jan Meredith, Seaview Stephen &amp; Diana Parker-Swift - Lower Kerse Bryan &amp; Marion Rigby - Old Rectory Declan &amp; Sue Dwyer - Yarmer Fiona &amp; George Drye - Celtic Corner Hal &amp; Vivienne Plews - 8 Court Park</p> <p>Plant sale at Sue Dwyer's with helpers identified. Plants will have coloured sticks for easy pricing/selling.</p>	<p>Alison</p> <p>Karen &amp; Lisa</p>

	<p>Anna will drop floats off at each garden with balloons. We will need 2 people marshalling for rectory Gardens, 1 in Mead Lane and 1 on the Main Road. Chris volunteered to help marshal.</p> <p>Pickleball on the 9 June have been advised they need to vacate the hall by 11am at the latest to enable setup.</p> <p>Anna looked into what NGS so regarding Public Liability Insurance. They carry out a risk assessment for each garden. What do we need to do? The committee agreed we don't need public liability insurance but that we should detail access limitations on the back of the maps and advise that visitors visit the gardens at their own risk.</p> <p>Karen and Anna to meet to discuss and review the map.</p> <p><b>Beer &amp; Boules</b>  Beer &amp; Boules is being held in July, should we invite the pizza van? We have the Codmobile attending the Family Fun event. All agreed was a good idea. Karen to contact Georgina.</p> <p>If there is bad weather on the day we will have Kurling and Skittles inside the main hall.</p>	<p>Karen &amp; Anna</p> <p>Karen</p>
<p><b>5.</b></p>	<p><b>Finance Report</b></p> <p><b>Income</b></p> <p>Quarter 2 2024</p> <ol style="list-style-type: none"> <li>1. Events Income – Disco Night – Ticket Sales 14 x £7.50 = £105. Bar Sales £129.25.</li> <li>2. Main Hall Parish – Main Hall Rental @ £9 per hour (this will increase by £1 with the next invoice for some classes)</li> <li>3. Yeo Room Parish – Yeo Room Rental @ £6 per hour (this will increase by £1 with the next invoice for some classes)</li> <li>4. Yeo Room Non-Parish – Avon Estuary Forum @ £9 per hour</li> <li>5. Table Hire – 1 table @£5</li> </ol> <p><b>Expenses</b></p> <p>Quarter 2 2024</p> <ol style="list-style-type: none"> <li>1. Events Expenditure – Disco Night - £57.50 to The Salcombe Brewery Co for the beer However, only half was used and the rest was sold to Eric Palmer for £30; £100.35 to Karen Barker for the Tesco shop; £250 to the DJ, Robert Cooke and £2.21 SumUp commission.</li> <li>2. New Equipment - £20.99 to Paul Martin for a new door mat for the emergency exit in the Main Hall.</li> <li>3. Caretaker Costs - £175 to Jenna Weeks for 10 hours cleaning in April.</li> <li>4. Telephone and Internet - £66.88 for April and May 2024.</li> <li>5. Electricity - £1054.18 for April and May 2024.</li> </ol>	

	<p>6. Water Rates - £348.66 for the quarter. This seemed very happy and the Maintenance have been looking into this. It is possibly caused by a tap being left on for an unknown length of time earlier in the year.</p> <p>Current Account £21610.66 Deposit Account £57236.90 Money to be Banked £100</p>																							
<p><b>6.</b></p>	<p><b>Maintenance Report</b> See maintenance log for full details, updates and new actions.</p> <p>Items:</p> <table border="1" data-bbox="204 633 1353 1234"> <tr> <td>12</td> <td>Further round of weed killer sprayed at the weekend</td> </tr> <tr> <td>31</td> <td>Waiting for quotes</td> </tr> <tr> <td>17</td> <td>Awaiting date</td> </tr> <tr> <td>20</td> <td>Still awaiting response</td> </tr> <tr> <td>30</td> <td>Date organised for Tuesday 28 May. Chris is on holiday so Mike &amp; Paul will be in attendance. Users have been advised, permit holders need to be advised</td> </tr> <tr> <td>29</td> <td>Chris and Mike monitored during separate events. Inconsistent answer. Co2 levels may be a better way of monitoring.</td> </tr> <tr> <td>33</td> <td>Mike and Paul have a view on what is needed. Just need to review and agree.</td> </tr> <tr> <td>35</td> <td>Will be removed</td> </tr> <tr> <td>38</td> <td>Put in spring loaded taps in the toilets? Around £200-£400. Electronic solenoid is another option to consider.</td> </tr> <tr> <td>39</td> <td>Rainwater gullies are blocked</td> </tr> <tr> <td>40</td> <td>Noticeboard at back of car park. Paul to redo as he has done for the front of the car park.</td> </tr> </table> <p>Chris raised the request he had received from Paul Ferguson for a 3<sup>rd</sup> table tennis table. There was an inconclusive response to the email sent round to the committee. Chris has not heard anything from Paul since. Perhaps other options should be considered? Control the number of players or have additional sessions.</p>	12	Further round of weed killer sprayed at the weekend	31	Waiting for quotes	17	Awaiting date	20	Still awaiting response	30	Date organised for Tuesday 28 May. Chris is on holiday so Mike & Paul will be in attendance. Users have been advised, permit holders need to be advised	29	Chris and Mike monitored during separate events. Inconsistent answer. Co2 levels may be a better way of monitoring.	33	Mike and Paul have a view on what is needed. Just need to review and agree.	35	Will be removed	38	Put in spring loaded taps in the toilets? Around £200-£400. Electronic solenoid is another option to consider.	39	Rainwater gullies are blocked	40	Noticeboard at back of car park. Paul to redo as he has done for the front of the car park.	<p>Chris</p>
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<p><b>7.</b></p>	<p><b>Parish Hall Organisation</b></p> <p><b>Structure</b> Chris introduced a proposed structure for the Charitable Trust.</p> <p>There would be a board of Trustees with a minimum of 5 and a maximum of 7 with a mix of committee and independent members.</p> <p>The committee would consist of Officers, Parish and Institution representatives along with co-opted members. Any member would be able to fulfil more than one role ie represent a parish alongside another role.</p> <p>There are also the Friends of the Hall who do not sit on the committee but are members of the team helping out where and when needed. Anna and Jo advised there are also those friends who are happy to help but don't want to attend meetings etc.</p>																							

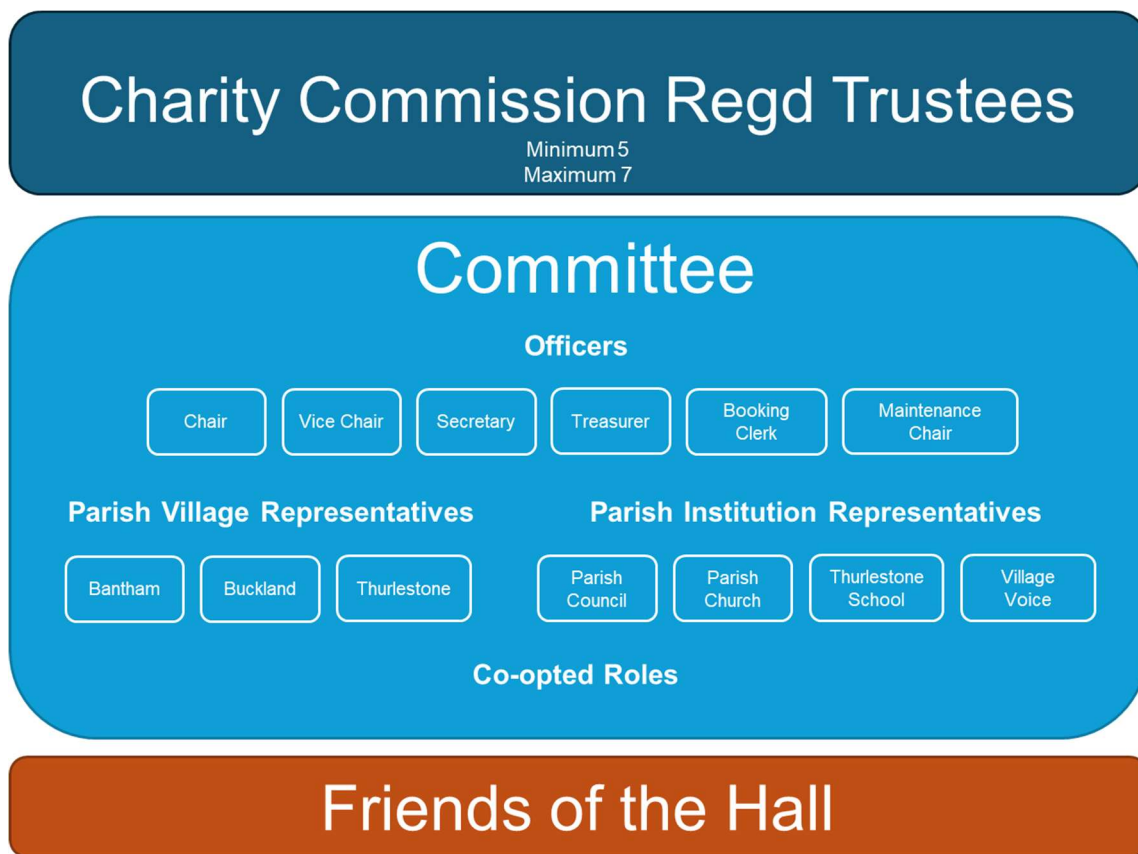
Chris asked the Friends of the Hall to have a think about how they would like to be involved in committee meetings. Everyone is welcome to attend the whole meeting, or would you prefer the meetings to start with events so you can leave after events have been discussed. Friends are also welcome to join the committee.

Chris asked the committee for their thoughts.

Anna thanked Chris and the team for the hard work in putting this together. The committee agreed it looked along the right lines.

At the AGM the committee should be prepared for questions around the appointment of trustees etc. This won't be ready for the AGM, the structure needs to be agreed for those discussions to happen.

Anna suggested a second slide for the AGM of the same format but explaining the role/responsibilities for each grouping.



**Trust Governing Document**

Chris has spoken to the Charity Commission who have stated that they would not support the Governing Document being rewritten. However, they would support a resolution document with amendments. This would then be filed alongside the original Governing Document.

The Trustees have 2 methods of making changes to the document. Firstly using the existing powers within the Governing Document or via the Statutory Powers.

There is also currently nothing around Safeguarding, this includes in a draft Governing Document from the Charity Commission. Anna agreed to help with the Safeguarding element.

**8. AOB**

**Arts Trail / Art Exhibition**

The Arts trail in August, do we want to sell tea and cakes and where would we be able to do it. The committee agreed to not progress with the option.  
 Karen advised the Matt Bright had mentioned he is a member of the organisers for the exhibition and asked if we would mention the pictures to the organiser so they can be part of the exhibition. Karen will speak to Ingrid.  
 Alison advised the pictures are also on the front cover of the next edition of Village Voice with a write up from Matt.

**Amazon Music Subscription**

Recently the Pilates class had an issue with their music. They used Alexa but after a couple of songs it then plays an advert. It was suggested about an amazon music subscription. Would the classes want it? £10.99 a month. View was it was a lot of money for it to only be used a few times. Committee agreed to not proceed with a subscription.

**Strongbow**

The Strongbow stock purchased from the church last year has a use by date of 30 June 2024. We paid £20 for 36 cans and currently have 28 cans left with a value of £15.68. It does not sell well so we need to decide what to do with it.  
 The committee agreed for Karen to try to sell it.

Karen

**Future Meetings**

Current Dates	Proposed Dates	Event Dates
Monday 13 May 2024		9 June – Open Gardens
	24 June 2024	
Monday 15 July 2024		6 July – Beer & Boules ? Aug – Family Fun
	12 August 2024	
Monday 16 September 2024		14 Sept – Last night of proms
	23 September 2024	
Monday 11 November 2024		12 Oct – Welcome to the hall ? Oct – Live Band
	11 November 2024	
		16 Nov – Murder Mystery

Proposed dates agreed. There may need to be an extra ordinary meeting to discuss the governing document.

**AGM 21 May 5pm**

Anna gave her apologies.  
 Wine and orange juice will be available.

	<p>Posters and social media advertising till be done 14 May. Karen to explore cost of a Staplegun, possibly a battery operated one.</p> <p><b>Complaints</b> Complaint was received about blue bits on the floor. A dustpan and brush has been put in the store cupboard and users asked to clean the floor after use. Group identified as causing the issue is currently not using the hall for the summer.</p> <p>Another complaint has been received about the French class overrunning. This appears to be happening regularly. Chris to check the CCTV to see how often it occurs.</p> <p><b>Planters</b> Anna advised that herself, Caro and Sue have been looking after the planters and are wanting to add a couple more plants for the summer. Is there a budget? Would it be possible to have £20 about 3 times a year for plants. The committee agreed the spend.</p> <p><b>CCTV</b> Chris advised there had been an issues with the CCTV recently. It was identified when looking for a recording and discovered it wasn't there. Contacted company that supplied the system who advised the firmware was out of date. The firmware has been updated. Recommendation is to do the same with the cameras. Chris to update the cameras.</p>	<p>Karen</p> <p>Chris</p> <p>Chris</p>
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The meeting closed at 17.44pm.

<b>Next Meeting</b>	
Monday 24 June 2024 @ 4.30pm	Yeo Room

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

Vice Chair