Minutes of a meeting of the Parish Hall Committee held on Wednesday 28th January 2015

Present: Harold Bowron (Chair), Malcolm Cotter, Wendy Betts, MaryAnn Baxter, Bryony Kirk (minutes), Kathleen Bowron (Parish Council)

Apologies: Emily Roelich, Elsie Philips, Henry Salkeld, Stuart Young, Corrine Riley.

Minutes of the last meeting.

These were approved.

Matters arising.

Replacement tree. Wendy reported that the new tree will be here shortly, but that she had been advised to wait until February when there will be a wider range to choose from.

PAT testing. Malcolm reported that this still has not been done. Dave Stewart has promised that he will attend to this next week. In Malcolm’s absence, Harold will meet with him. Bryony observed that the Christmas lights have not been tested and it was agreed that it would be better and cheaper to replace the lights with new ones next year.

Events:

Children’s Party. This was very successful. 30 children attended and the overall cost was £185.67.

Senior Citizens’ Party. This was also very successful, with compliments for both the food and entertainment. The overall cost was £125.64. The singer (Nicky) cost £50, which was considered very good value, and it was suggested that she should be booked for future events. An increase in the charge for this event from £3.50 to £5 was discussed and was considered reasonable.

Bookings:

A booking report was circulated to all committee members. Bryony reported that the new Puppy Training Class seemed to have gone well despite problems with the floor. There are plans for the Parish Council to run the Playscheme again this summer with 4 definite days and possibly 2 others. The beetle Drive was booked for Friday 20th March. MaryAnn reported that some of the parents of Youth Club members would like the club to move back to Burgh.

Maintenance:

Grass cutting. The number of times the Hall field was cut last year was queried. It seems that an additional cut may have been carried out, extra to the original tender. Bryony will check with Margaret McKenna whether this has cost more than the quote.

Lighting and heating switches. Harold has met with Martin (the electrician) and sorted out the confusion with the outside lighting. He will put up a sign on the outside of the cupboard door explaining to all users how to operate the electrical system. Wendy brought to the attention of the meeting that the outside lights at the ends of the hall do not work properly, with one permanently on and one permanently off. Harold will discuss this with the electrician.

Sand boxes. A permanent home needs to be found for the sand boxes used in the firework displays. It was suggested that the shed is sorted out later in the year to make more room.

Correspondence:

A letter has been received from Jigsaw. A newspaper article about the Auction of Promises was shown to the committee members.

A comment has been received about the timing clash which has occurred in the last few years between the Carol Service and the Children’s Christmas Party. This has now been resolved by moving the Carol Service to the morning.

Grants:

Bryony informed the committee that she has now applied for a grant for a new water heater for the men’s toilets and that we should shortly be getting the £500 which was awarded for the repair and refurbishment of the safety lighting and the outside PIR light.

AOB:

Wendy asked whether there was any procedure laid down for the number of quotes that should be obtained before work was carried out and whether three was the correct number. It was agreed that more than one quote is the ideal procedure, but that sometimes work is very urgent and it is not possible to get three quotes quickly. Wendy said that she is concerned that we may be missing out on funding because we do not get quotes organised quickly enough. Bryony explained that the number required varies according to the source of funding, the size of grant requested and how specialised the job or equipment is; sometimes it is three and sometimes one is sufficient. However, it is important in funding applications that quotes are obtained promptly.

New Parish Hall:

The committee then discussed where and what they would like in a new Parish Hall, so that this project can be moved forward. Suggestions were as follows:

* Maintain the floor area of the existing hall but make it wider and shorter.
* A stage.
* A small meeting room, positioned behind the stage so that it can double as a dressing room.
* A kitchen directly attached to the main hall, with a serving hatch.
* A large storage area for chairs and tables.
* An induction loop system.
* An outside toilet.
* Large windows/patio doors onto a patio overlooking the river.

Location to be a little further away from the river to allow space for a patio and possibly slightly further away from the tennis courts to get the best view.

Harold will visit other new halls locally to find out how they got their funding.

Meeting closed at 8:40pm

**Date of the next meeting: Wednesday 25th February**