

Sheviok Memorial Hall Management Committee

Monday 7th September 2015

Present: M.Snowling, B. Snowling, M. Claughton, L. Erasmus, C. Kennedy, F. Harvey, B. Stevenson, P. Brookes, T. Wells, J. Kentisbeer J. Carter P. McLaren,

Apologies: A. Kayes, L. Vickery, J. Scott, N. Trout,

Absent:

Minutes of the last meeting were read, adjusted and signed.

Matters arising.

- a) Grants, extension and plans etc – Chris and Pete have done a lot of work on the grant application and have asked for each member of the committee to offer a small biography of themselves to aid in the application. He asked all members to proof read the document and give Chris any updates. Estimate for the build total is approx. £55,000 (inc VAT) and committee needs to decide on the level of our input. He noted that nothing would be done until Spring next year. Chris suggested we offer £14,000 and ask for the remainder as the grant. This is around 25% of the total value and this was suggested as it shows a prudent level of business and a good business case saying that we are offering as much of our money as we can afford. Grants are often more favourable with a big initial outlay too.
£14,000 deposit proposed by Chris, seconded by Pete and the motion was carried unanimously.
- b) Car park and entrance update- No updates as yet. Raleigh has not come back to Mike S. Mike S will contact Raleigh again.
- c) Flag pole – No update.
- d) Summer fair- report
All felt that it was a great success. Mike S says that he has had no issues form the roads department.
Good reports from all, but some issues with band being in doors and not outdoors – separating the attendees. Some of the stalls felt too many people walking around and not going to all stalls.
Lynn E suggested a few gazebos that we could buy to accommodate the stalls. Mike S suggested a long Marquee for the stalls. Bob suggested that when the extension is but it may be easier to have a canopy for the band etc.
Fiona raised the point that people have said that it was always on the same day as the Liskeard show. The case was discussed and it was too difficult to pick a weekend that didn't clash.
Mike S – suggested the committee start to think of themes for next year. Also what we could bring in to enhance it.
Spoke about the evening and whether we have a Ceilidh.
To discuss all next meeting.
- e) Parish website – Is up and running, Chris has produced a new timetable layout for the activities in the hall. Chris says that good comments are coming in, the Hall minutes are up etc. Chris asked for feedback etc.
- f) Louvre windows – Windows are now in and all operational and the general consensus is that the fit and finish is excellent. All happy with outcome. Also Chris noted that the louver windows were part of the original spec for the extension and grant – but haven't been taken

out currently.

- g) Safety vests – Paula has some in her stock, the committee have enough of their own and are happy to use them. It is felt that there is not a need to purchase vests specifically.
- h) Christmas fair – December 5th 2pm onwards. Theme to be Christmas Items. Brian Pullinger to be approached about being Father Christmas again.
 - Tinsel - WI
 - Santa's Sleigh - Church
 - Mistletoe – Lynn Vickery – Christmas cake
 - Presents – badminton club
 - Toys - preschool
 - Trees – short mat bowls
 - Baubles- Whist
 - Food- gardening club
 - Candles – Short Tennis

Treasurer's report

The current balance of funds is £15,958.79 plus £5,000 contingency fund.

Good basic month, good monies in from fund raising and solar panels working well and have now got our original £10,000 investment back.

Chris suggested that we need to discuss the fun day/festival for the Friends of the playground park and them hiring the hall and whether we charge them and what value – he suggested the different rates available as in a full price, a youth price (as it is for youth) or a hall/lounge rate for 9 hours. Chris noted that if we offered the hall for this type of group for nothing – then would that start a precedent for other groups who could legitimately ask for the hall for free or reduced.

Fiona suggested that as a good will gesture that for the first event could be for free or a nominal fee but making it clear that if the hall is used again then they would be charged at the normal rate.

Barbara noted that it was not for the benefit of the hall but the committee.

Fiona suggested it could be as a donation from the Hall, Chris suggested we give a one off 50% reduction for using the hall - £40.

Lynn E proposed the 50% reduction from the £80 cost. Chris Kennedy seconded it. Motion carried unanimously.

James asked whether we should have this type of offer written up in our constitution, Chris said that this was a very rare case and if another group approached us then we would discuss each case as an individual.

Thelma noted that there was an issue with the village shop being chased up for monies for meetings etc.

Barbara noted that the chapel does not pay for room hire etc which is written in the constitution.

General Maintenance report

Roof – gullies and roof was assessed, cleared and repaired by George Brown (£95).

PAT testing for electrical equipment is to be done on 14th September. Initial costing was expensive (£2.50 plus vat per item). New person will do it for £1.25 per item. James reminded all members to ensure any electrical items that are hidden away or used need to be left out for PAT testing.

Mike S asked all to look at external plasterwork and if any is coming away – he has noticed some near the fire door. He noted that this needs to be done before the winter weather comes in – Neil Howey has given Mike one name as a quote, Joy suggested Mr Trigg as he is doing a lot of work in the village.

Mike S says that Judy has asked on behalf of the flower show, to be able to have display boards on the walls behind the pews in the sports hall. Chris says that the Flower show may be prepared to purchase and install the display boards themselves. They would be for the use of the hall full time and then for the flower show. All agreed it was a good idea – but as long they were not in the way of the pews. Barbara suggested they may be problematic for people to rub/bang their heads on the boards and suggested Mike S asking for more details etc.

Paula said - Tap on 2nd sink in kitchen is dripping.

Paula asked if she can get some wooden poles for the hall and all agreed.

AOB

Craft Fair- 10th and 11th October. – Lynn V is not at the meeting today to detail what has been done etc. Barbara asked for people to make soup etc, and people to help with stints in the kitchen.

Asked about bunting – possibly, Mike S to ask Andy Kaye to organise poster.

Thelma – May 5th 2016 –Closed for police and crime commissioner voting.

Fiona – info – Churches are helping to coordinate an appeal for the Syrian refugees and the Chapel will be open for donations etc.

Gave out the information about the plans for St Mary's Church Sheviocock and asked if she could display them in the hall – all agreed.

Meeting closed 8.25

Date of next meeting –Monday 5th October 2015 at 7pm

Monday October 5th meeting agenda

- 1- Apologies
- 2- Minutes of last meeting
- 3- Matters arising
 - a) Grants, extension plan etc.
 - b) Car park entrance update
 - c) Flag pole – *not for discussion until car park wall is resolved*
 - d) Summer Fair – 2016 ideas.
 - e) Craft Fair
 - f) Christmas fair
 - g) Friends of the park - update
- 4- Treasurer's report
- 5- General Maintenance report
- 6- A.O.B.
- 7- Date of next meeting – Monday 2nd Novemeber 2015.