

4	<p>Declarations of Interest</p> <p>Francesca McLoughlin, Head Teacher of Sparkwell School and Robin May, being a School Governor, both also being Trustees of the Hall will be required to declare an interest on any matters regarding the school tenancy as the Hall is the Landlord of the School.</p> <p>No other declarations of interest declared</p>	RM FM	On-going
5	<p>Review the minutes of the previous meeting</p> <p>SF-In response to Item 6 on the minutes, the wages have been paid by standing order, as this has been a fixed payment, hours wouldn't have been increased.</p> <p>Minutes agreed and signed.</p>		
6	<p>Financial Report</p> <p>RM- We met with SF again this month. Analysis of the accounts still on going. Everyone was shocked at the massive petty cash bill in the accounts last month. We do know how this has transpired. It has been used to pay adhoc expenses for events such as Farmer's markets, etc. We would like to ensure petty cash is kept to a lower level and expenses for events are paid back in from the profit of events. Farmer's market is now up and running and a float and expenses for the next month are held back.</p> <p>RM- SF has carried out a percentage use of the hall which used 3 random dates (04.03.2019, 02.06.2019, 31.08.19). This equated to 43% use based on a 12 hour day.</p> <p>DM- Didn't think this was necessarily statistically accurate.</p> <p>RM- We have paid 2 bills (£240 to South Hams for Playground inspections, £20 to South Hams for the lottery license).</p> <p>The balance in the bank was about £7000.00 on the 11th October.</p>	RM	On-going
7	<p>Correspondence Received</p> <p>DM-Electricity bill from EON. E mail from SF that the contract is about to run out. DM asked if SF can change the registration details so that we can deal with it. We need to pursue a better deal</p> <p>BT bill received, DM thinks she can now see the account on line after a registration change and will pass it all to EH. EH to try and get us a better deal.</p> <p>Secure Securities scheme. FM- we should decline their offer as the product isn't what we want. DM will write to them.</p> <p>DM we have received an e mail from bid writers. Not considered we need their services at present</p> <p>Black Sheep Utilities have been persistent, had previously talked to SF. Trustees suggested Bulb, Save My Bills, U Switch as more well-known alternatives. DM/RM to pursue to try and get us a better electricity deal.</p> <p>GES- raised the issue of the fire muster point. DM- assured him that a fire plan for the hall is being written. She has surveyed the building and drawn a plan with all exits, call points etc. marked. EH is making this electronic. NT- made us aware that the fire exits are the twin doors in the hall themselves with the push bars to open and stated it has been agreed with the fire officer that when the seating is in place the one fire door is adequate.</p> <p>GES- stated that the disabled toilet is inadequate in terms of not having a handle on each side. NT- found the regulations on line. It was later discovered that this was not the case. GS-raised the point that there is nowhere for sticks/crutches to go. RM to investigate.</p>	<p>DM</p> <p>EH</p> <p>DM</p> <p>RM/DM</p> <p>RM</p>	<p>ASAP</p> <p>ASAP</p> <p>ASAP</p> <p>08.2020</p> <p>12.19</p>

8	<p>User Group Reports</p> <p>Microphone update- TH all sorted SATCo have 2. 1 has been put for hall use, should this one break it was agreed by all that the Hall will purchase a new one.</p> <p>NT- The sound system is out of date and what would be better is a new system with a separate amplifier, 2 jack plugs, a set volume, no trailing cables, etc. Agreed good idea in the future.</p> <p>User checklist carried over.</p> <p>RM- All keys, including the toilet roll dispensers and black bin are in the electrical cupboard for use by Trustees. We only have one set so please put them back after use. We had a meeting with EH and the issue of electronic bookings has its problems at present with data It was agreed that we would go for a mobile phone and diary at present, as suggested by Martin Rich, the bookings can then be passed around if needed.</p> <p>WI- The missing vegetable dishes have now returned.</p>	EHF	11.19
9	<p>Matters Arising</p> <ul style="list-style-type: none"> • Hall Manager / Cleaner <p>RM asked DM to give an update.</p> <p>At present the bookings arrive by e mail or telephone. The e mail is usually the hall email address This is the preferred option rather than a personal email as it's more professional and doesn't change and is also seen by Edwin. DM reported that she is trying to reply through FastHosts when possible. Bookings are entered in the diary and the online calendar updated weekly if we can.</p> <p>In the absence of a Treasurer invoicing is going to be at the end of every month if possible. BACs payments are to be encouraged, but at present we can't see who has paid and SF sends updates.AM- had had the same problem, seeing who had paid when booking Christmas stalls. Ideally if RM is a signatory we will be able to see the online banking. All agreed RM to become a signatory. GS-looked into payment systems with the bank for the church, possibility of having a hall paying slip. To be looked into when we have a treasurer.</p> <p>The Hall has a Hire Agreement, but it has come to light that this hasn't been sent out to hirers except weddings or big events. This leaves the Hall and Trustees wide open, DM is sending out to all bookings. Regular users will need to complete one. Those closing up after events have found that users having signed the agreement are cleaning up well.</p> <p>DM asked for everyones thoughts on where our priorities lie. It has come to light that Judo and Badminton are cancelled frequently for events at the weekends. She had had an enquiry from an out of area Brownie group. On this occasion they couldn't be accommodated, but had they been it would have involved cancelling Judo and Badminton. It was agreed that this isn't what the Hall is about and cancellation of our local groups will only be made if unavoidable. DM informed the group that there are 3 weddings booked for next year and if we need to cancel our groups this will be done in good time. RM- weddings should perhaps be for the area of benefit, providing a cheaper venue for local people.</p> <p>FM- the old school can be booked for educational events and could we combine information on the website. This was agreed</p> <p>There appeared to be no written information to give to hirers regarding fire</p>	New Treasurer	EH 12.19

	<p>instructions, dishwasher, ovens, heaters, etc. and no proof that information has been given out. DM has prepared a brief sheet which is signed as received by the hirer.</p> <p>Letting people in for parties especially on a Saturday at 10am and 2pm and close at 6pm. This could be onerous for one person and explains why various people have been letting hirers in, in the past. This task has been shared between the Trustees and is working well. AM- need to do a calendar for volunteers, so we have it covered.</p> <p>Anyone who can make it has been meeting at the Hall at 6pm every Monday and we have been giving it a good clean and completing the fire checks, etc. The only documented checks have been the fire alarms and that has only been since January 2019. Completion of the fire log book is essential to show compliance to the Regulatory Reform (Fire Safety) Order and includes fire extinguisher, and emergency lighting checks. The fire risk assessment completed in 2017 has actions on it that haven't been completed. The fire loading of the building needs to be addressed. All agreed to have a big sort out preferably before panto. Date to be confirmed ? a Sunday morning.</p> <p>DM the 5 year electrical installation safety check certificate isn't available. It was agreed that quotes would be obtained for a retest which is probably due in about 6 months time anyway.</p> <p>Peter Tremain is kindly servicing the floor polisher and instructing MJ on its use.</p> <p>There have been nice comments that the hall is looking lovely and clean. We have been popping in and emptying the bins and checking it over and the regular users have been cleaning where necessary. DM has been approached by a few people in the village that would be prepared to help where necessary and she asked if it was worth putting an ad in the pump and asking the Friends if anyone could give an hour say once a week to clean the hall. If we could get teams of 3 together, always with a Trustee there would be no lone working and the Parish Hall really would be a community affair. Agreed. To go in the pump</p> <ul style="list-style-type: none"> • Rigging <p>Was then discussed as NT needed to leave the meeting early. NT- Backdrops are all secure. Nub Sound are viewing the ropes/pulleys and are providing two costs: 1. Materials only 2. Materials and fit. All ropes and pulleys would be rated but he believes it's all ok for the panto.</p> <p>AM- Maybe we can apply for a grant from Persimmon Homes to see if they can help us.</p> <p>DM- requested that the risk assessment for the forthcoming pantomime is available for the Trustees by the AGM in November so that it can be considered.</p> <p>Electronic Bookings Update (briefly discussed prior to EH arrival)</p> <p>EH- There is no software available that we can't do for free. IW may have an old mobile and we can just purchase a SIM. . It was agreed that we would go for a mobile phone and diary at present, as suggested by Martin Rich, the bookings can then be passed around if needed.</p> <ul style="list-style-type: none"> • Walk Through deferred (EHF) • Expenditure Sheet <p>RM-hasn't had time to look at them as yet.</p> <p>Discussion on the petty cash account then ensued again and having available funds for small items. It was agreed that a float of £50 will be held by Iris and individuals with the agreement of two trustees prior to purchase can request reimbursement for essential items such as stationery, stamps, etc. to a maximum value of £20 on production of a receipt. FM uses a petty cash form at school and will kindly send it to us, as we are a charity this must be totally transparent.</p> <ul style="list-style-type: none"> • Treasurer <p>The lady who was interested in being Treasurer due to commitments has decided not</p>	<p>DM</p> <p>All</p> <p>RM</p> <p>DM</p> <p>NT</p> <p>AM</p> <p>NT</p> <p>IW</p> <p>EHF</p> <p>FM</p>	<p>01.20</p> <p>ASAP</p> <p>01.20</p> <p>12.19</p> <p>11.19</p> <p>11.19</p> <p>11.19</p>
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10	<p>Fund Raising Events AM</p> <ul style="list-style-type: none"> Farmer's Market 29th September <p>It went very well. Spend 145.02 (Large outlay as first month) 213.83 took</p> <ul style="list-style-type: none"> Farmer's Market 27th October <p>18 stalls booked</p> <ul style="list-style-type: none"> Christmas Fair is underway. SATCO are providing the snow machine. <p>DM- Hopefully the Friends of the Hall will like to be involved.</p>	AM	
11	<p>Any Other Business</p> <ul style="list-style-type: none"> Defibrillator- requires checking monthly and the website updating. IW and DM checked it and it will be added to the Halls checklists DM would like to buy a folder, envelopes, folder holder for the fire folder etc. Agreed DM- WI invoice, can it be the fund raiser event with a set fee? Agreed DM- McMillan donation Agreed 25.00 GS- The carol concert clashed with the concert in the hall. We must all communicate dates and try and avoid clashing. All agreed IW- The over 60s box stored in the electrical cupboard was broken into and the 	<p>ALL</p> <p>All</p>	<p>Monthly</p>

	<p>coffee stolen All agreed tea and coffee for the over 60s can be taken out of the halls supply</p> <ul style="list-style-type: none"> • AM- Christmas concert. We will need some chair covers, all agreed to buy new. SATCO have agreed to launder them and the table cloths using the raffle money • RM- Outstanding bills to pay bunting and badge clips. TH-we could do with badges DM to try and locate them • Grass Cutting RM- Do we agree that Finley carries on with grass cutting. All agreed so long as the grass cleared from paths, ? blower TH will let him know 	<p>DM, SATCo</p> <p>DM</p> <p>TH</p>	
<p>12</p>	<p>Date of Next Meeting AGM Tuesday 19th November 19:30, Committee Room, Sparkwell Parish Hall</p> <p>Date of December Meeting Tuesday, 17th December</p> <p>Ad to be put in pump</p> <p>Friends to be emailed</p>	<p>DM</p> <p>AM</p>	

These minutes will remain in draft until approved and signed at the next Committee Meeting

Amendments received prior to meeting in blue italic type

Amendments from meeting in blue handwritten script

All present agree this as a true and accurate record

Signed..... Chairperson

Date.....