

## PARISH HALL COMMITTEE MEETING

Monday 2<sup>nd</sup> October 2023

**Present:** J. Lander, SA. Lander, D. Hazlehurst, B. Lomas, C. Phipps, J. Pattison-Evans, T. Hazlehurst, P. Gilpin, D. Taylor

**Apologies:** T. Postlethwaite, C. Postlethwaite,

Minutes of last meeting 24<sup>th</sup> August 2023 were read, confirmed and signed as a true and correct record.

Dan Taylor was welcomed to the meeting and all present gave a brief introduction about themselves and their role within the committee.

### **Matters Arising:**

**Heating.** Funds are agreed to be obtained from the investments, and initially this will be for the gas mains to be brought to the hall. DH has worked to get all quotes for the installation of the heating to be equivalent, to ensure comparison is like for like. All quotes are similar. A decision on which to accept will be made closer to Christmas, once the gas mains installation is confirmed. It is proposed to get a skip from Boulton's and do some removing of old equipment ourselves – this will save ~ £500.

**EON** have been approached and a 60% reduction in electricity costs has been offered (Reduced from 55p/kWh to 28p/kWh day, 19.7p/kWh evening + 5% VAT), fixed for a year. It was agreed to accept this fixed contract. Additionally, we are currently paying off £600/month of the outstanding debt. This reduction has made electricity costs better but still more expensive than gas, (~7p/kWh), and therefore takes away the immediate urgency on timescales for installing the gas.

**Letter was sent** to all regular hirers, and they have all responded and detailed all items they store in the Hall, so that nothing gets mislaid during the heating works, and we can also identify anything that is not owned and can be disposed of to create more space in the storage rooms.

**Hall Lighting** The quote for removing the old obsolete tubes and replacing them with cheaper to run LED lights is approx. £1000. An ESBC climate change fund grant is being applied for, hoping for a grant of £500 towards this.

**Replacement of the bulkhead lights** is still to be reviewed before the winter to find the optimum solution. A quote will be required. Potentially lights similar to the recently installed PIR light could be used.

**Toilet Lights are often left on.** It was suggested a future improvement would be to have these activate with an IR sensor, to stop this happening.

**Photos** have been taken by JL of how all hall equipment should be stored, particularly that the black chairs should not be stacked, as they will scratch, and the round tables should be back-to-back for the same reason. Pictures should also be added to the hire conditions, with laminated versions placed appropriately on the walls.

**Storage** has been reviewed. It was agreed that some additional plastic storage cabinets could be put in. Uttoxeter Table Tennis club have agreed to hire the hall. It has been agreed that the tables will be stored in the bar area and moved out for events if required (Tables and chairs will likely be moved out of the main storage room for events, creating temporary space).

**Windows** have been painted.

**Bookings Secretary:** There is a good flow of bookings at the moment. Discussion over requesting a refundable deposit to be held until after an event to cover any issues with the hall left damaged/dirty. Investigation is to be done on how to manage this is required.

**Treasurer's report:** £1,944 in the current account. £1000 is required for the lighting. Insurance has been paid. Discussions with Gavin Carr about releasing funds for the heating are ongoing.

**Web Page:** It had been agreed to put a Durose page on the website, but no information has yet been sent through to include, other than contact details. A few enquiries for the hall hire are coming through the website.

## **AOB**

**Charity Workings** - DT gave an overview on how charities of this type work and highlighted that the founding document for this charity dates back to 1993. Over this time there have been a number of updates by the Charity commission, particularly recently and advised it would be worth getting the documentation updated, to incorporate and clarify the latest regulations and liabilities, so these are fully understood, particularly by Trustees. The last update was believed to be in 2005.

**A Risk Assessment** for the hall is required to be updated to define responsibilities for users, particularly with regards to things like bouncy castles.

**Article on Parish Hall:** What it's used for and how it's run to go into the Newsletter so people better understand how it works.

**Fashion Show** – This was a very successful evening and a share of the proceeds (£300) was paid to the Hall.

**Autumn Fayre** is booked for 18<sup>th</sup> November

**Thanks to Sue Bufton** who has provided a cover for the external tap, had the loft hatch fixed and donated a watering can

**Table Cloths** as the Bramshall Events committee can no longer provide hire of table cloths, this has been removed from the booking form. SA highlighted that there are 6 large tablecloths available in the hall for hire along with 100 knives, forks spoons cutlery which belong to SA and can be hired out if required.

Date of next meeting Monday 6<sup>th</sup> November. at 7.15pm in the Church.  
Meeting closed 8.15pm

Signed:

Date: