



Pencombe and Little Cowarne Parish Hall Trustee Meeting
6th September 2022

VENUE: Parish Hall

PRESENT: Andrew Mottram (Chair) Susan Drew (Treasurer) Alison Maynard Secretary Karen Hodges(Pencombe School PTA Rep) Janet Legge(Little Cowarne PCC rep) Frank Nicholson(Buildings and Maintenance Rep) Colin Hadley(PYFC rep) Emily Barrett Monica Clarke (WI rep)

APOLOGIES: Rosemary Brown

NOMINATION AND ELECTION OF OFFICERS	ACTION
<p>Andrew Mottram will continue as Chair for one year</p> <p>Sue Drew will continue as treasurer</p> <p>Alison Maynard will continue as Secretary</p> <p>Janet Legge will act as Vice Chair with the aim of taking over as Chair when Andrew steps down in 2023</p>	
<p>AGM 4th July 2022</p> <p>Minutes agreed</p> <p>Matters Arising</p> <p>Hall Trust is now registered</p> <p>Action: Andrew to find and review the statement of data management</p> <p>Trustee minutes are now uploaded on to the Hall website at a cost of £10.per action.</p> <p>Karen Hodges volunteered to take over this responsibility to save charges</p> <p>Action: Susan to provide log in details to Karen</p>	<p>APM</p> <p>SD</p>
<p>Minutes of Meeting on 25th April 2022</p> <p>Agreed</p>	
<p>Finance</p> <p>Susan presented her report</p> <p>Rising costs are causing concern.</p> <ul style="list-style-type: none"> • We need to find ways of reducing electricity usage but the temp needs to be maintained at 10 degrees • Item 5 on the report outlines some suggestion for raising revenue without increasing hire costs <p>Additional discussion points</p> <ul style="list-style-type: none"> • Consider holding cinema twice a month • Consider getting estimate for marquee lining 	<p>EB</p>

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<p>Action: Emily</p> <ul style="list-style-type: none"> Consider setting up party including bouncy castle in hall for promotional photographs <p>Action: Emily</p> <ul style="list-style-type: none"> Next newsletter should focus on promoting the hall for hire <p>Action: Alison & Emily</p> <ul style="list-style-type: none"> Christmas lights event <p>Action: Alison Karen</p>	<p>EB</p> <p>AM EB</p> <p>AM KH</p>
<p>Building and Maintenance</p> <p>Frank Presented his report</p> <p>An outside tap to the rear would be helpful</p> <p>Action: Andrew will get an estimate</p> <p>Emily volunteered to clean the moss on the soft paving outside the kitchen</p>	<p>APM</p> <p>EB</p>
<p>Bookings</p> <p>Harvest lunch</p> <p>Young Farmers AGM</p> <p>Little Cowarne Quiz Night</p> <p>School and Tots as usual</p>	
<p>Newsletter and Website</p> <p>Next newsletter to promote Hall as a good place to hire</p>	
<p>Community Events run by Trustees</p> <ul style="list-style-type: none"> Community Cinema. A small group now chooses the films. Meeting next in October to decide Jan April films Garden Club# Popular Wine Society Attendance varies Coffee Mornings Well attended by older folk I the village <p>Action. Next Film and wine society events to be sent to mailing list</p> <p>Action: Alison</p> <p>Reminder of Burns Night 28th January 2023</p> <p>Christmas Lights switch on 1st December</p> <p>Action: Alison and Karen to liaise regarding competition</p> <p>Bar to be open</p>	<p>FN APM</p> <p>AM</p>

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Raffle to be organised - all Frank to speak to Simon re Tree	
Taking over from Andrew Mottram Janet and Andrew will start working together from now	APM JL
Unsung Heroes Action: Andrew will look at forms	APM
AOB Cosy Places We need to confirm hall dimensions to work out possible energy costs Action Andrew and Emily First Aid Training Janet suggested that one trustee should have first Aid training Action: Janet to contact Red Cross Bench outside the hall is looking tatty. Action: Frank will look at it and mention to Tony again Roller Shutter has been looked at but is still quite still and the bolt too is hard to move Action: Frank and Andrew will look at again	APM EB JL FN APM FN
Next meeting @ Wednesday 9th November 7:30	