



Pencombe and Little Cowarne Parish Hall Trustee Meeting
9th November 2022

VENUE:	Parish Hall	
PRESENT:	Andrew Mottram (Chair) Susan Drew (Treasurer) Alison Maynard (Secretary) Frank Nicholson (Buildings and Maintenance Rep) Colin Hadley (PYFC rep) Emily Barrett Monica Clarke (WI rep)	
APOLOGIES:	Karen Hodges (Pencombe School PTA Rep) Janet Legge (Little Cowarne PCC rep) Julia Brazier (Under 5's)	
Minutes of the last Meeting Agreed		ACTION
Matters Arising To be covered as part of the agenda		
Finance Susan presented her report. £700 needs to be added to the expense column as she received an invoice after her report was completed. Andrew apologised for the late submission of the invoice. We await an invoice of £800 for oil The Hall holds £5528.24 in the current account £5110.16 in the Charities Deposit Fund Susan estimates that £7200 income has been raised over the last year through income and fundraising. This is £800 less than the same period last year. The oil invoice needs to be added to that amount. We were reminded that we can apply to the Parish Council for support with some Hall expenses. e.g. building insurance		
Building and Maintenance Frank Presented his report which had been sent out prior to the meeting.		
Representation of Hall User Groups on Hall Committee We need representation from all community groups. Julia Brazier had planned to attend this evening but was unable to attend due to family issues. It was agreed that although dual representation of groups was workable it would be better to have as much representation as possible. In particular, a young member of Young Farmers and a member of Natter Chatter. The book group had agreed a "rolling" attendance member similar to the PTA which is not ideal but acceptable.		

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<p>Hire Agreement and Booking Administration</p> <p>Several issues have arisen which necessitated that the hire agreement and booking administration be revisited and revised</p> <ul style="list-style-type: none"> • An open up and close down check list is needed • There was discussion about the necessity for a freezer in the bar area. • A vacuum cleaner will be stored in the chair storage cupboard for client use. This will be monitored as previously this led to damage. • Even more simple instructions will be produced and displayed above the lights in the foyer and regarding fire doors which are frequently not closed securely. <p>Action: Andrew</p> <p>Recent hall hirings highlighted the needs for more children's beakers</p> <p>Action: Emily</p> <p>At the end of each hiring Trustees need to take responsibility for security re opening and closing etc</p> <p>Action: All</p>	<p>APM</p> <p>EB</p> <p>ALL</p>
<p>Publicity and Running Costs of the Hall</p> <p>It was agreed that it would be valuable for the community to be aware of the true running costs of the hall. This information can be included in a future newsletter.</p>	
<p>Possibility of a Saturday film after LinC</p> <p>Janet suggested this for consideration. It was thought that it might work well but the logistics needed to be worked through. A film with an afternoon tea was suggested as a possible alternative.</p>	
<p>Future Events</p> <p>Christmas Tree And Burns Night</p> <p>Planning meetings required</p> <p>Action: Alison to send out dates</p> <p>LinC</p> <p>Action: Alison to arrange date with Emily for shopping</p>	<p>AM</p> <p>AM</p>
<p>Next Meeting Tuesday 7th February 2023 at 7:30</p>	