



## Pencombe and Little Cowarne Parish Hall Trustees Committee

### Minutes of Meeting

Date: 6 February 2023 Meeting started at 730pm sharp.

	<b>Attendees:</b> Andrew Mottram (Chair), Jules Hazlehurst (member of village), Frank Nicholson (maintenance), Janet Legge (Vice Chair), Emily Barrett, Lizzie Davies (PU5's Manager), Julia Brazier (PU5's committee Chair), Colin Hadley, Karen Davies, Hannah Ambler ( PYFC chair)	EB wrote notes up.
<b>No.</b>	<b>Topic &amp; Decisions Taken</b>	<b>Owner</b>
1	Apologies for Absence Susan Drew Karen Hodges Rosemary Brown No response from Monica Clarke	AM
2.	Minutes of the last meeting - these were sent out by Alison just after Christmas AM asked if everyone was happy with the last set of meetings, no items needed to be brought to the table from last meeting.	AM
3	Formal welcome to Karen Davies as new trustee AM welcomed Karen, Karen is still getting a feel for the role and will let us know in due course if she wishes to become a full trustee. We thanked her for her help at the burns night. AM went around the table and everyone introduced themselves, it was great to have such a big turn out from many of the group that use the facilities at the hall.	KD
4	Resignation of Alison Maynard, therefore the need to appoint a secretary to the trustees AM explained the importance of recruiting a new secretary, EB has put out an advert out to the community, in both local pubs, on the village hall facebook page and on the notice board. Am will pen an appreciation letter to A Maynard, to thank her for all her hard work and commitment during her time as secretary, she started many of the groups that are held within the hall, and she continues to run these very successful groups.	AM EB
5	Bookings report Hall bookings have exceeding our estimated bookings, and we still have several bookings before the end of march, we hope to build on these for the next 12 months.	AM
6	Building Maintenance report FN provided a detailed account of the maintenance jobs completed and actions needed, FN explained that the cooker was accessed today and unfortunately the module which controls the electric induction hob has malfunctioned and needs to be replaced, at a cost of £699.00 which inc the assessment/call out charge. FN paid for this with his credit card, the parts have been ordered today and should arrive in 2-3 days and work should be complete by end of next week, in time for the YF big breakfast It was suggested that FN write a letter to Falcon, describing the fault and our concerns about this, as the cooker is only 7 months out of warranty and the cooker wasn't used for the best part of 18months due to covid lockdown. <b>Written Account filed by FN</b>	FN
7	Finance report SD has sent a full breakdown of the finances which everyone had sent via email. AM went through figures so everyone within meeting understood all the details from report. JL informed us that we owe £100 to Roundabout, however due to issues within their group no invoices had been sent, but please bare in mind this is outstanding and will need to be paid on receipt of invoice. AM will amend advert for Roundabout re LinC so members of the community can let us know if they are unable to join us that month. AM has spoken with Jo (cleaner) and asked her to put her invoice in for the past 6 months. <b>Written Account filed by SD</b>	SD JL
8	Village Organisations - concerns, report, updates <b>Mums &amp; tots</b> - going very well and has a huge following. <b>PU5's</b> is going very well, they have booked a Race night on the 10 <sup>th</sup> March, LD/WD to complete paperwork and return to AM to confirm booking. LD to send EB poster so can advertise on Facebook page. They will need bar, FN to empty fridge. <b>Young farmers</b> – is going well, large group however only 6 are over the age of 18, aim to use the hall for regular booking especially when they have fun activities, currently meeting every other Wednesday and going between the village hall and The Plough. EB has offered to help on the day of their Big Breakfast. FN to empty fridge.	LD/WD EB FN
9	Ongoing activities initiated by trustees - Community Coffee, Garden Club, Wine Society, Community Cinema <b>Coffee morning</b> – average 15-18 people each week, they love having the children visit from Pencombe School, they often sing for them, which is enjoyed by all. <b>Garden Club</b> – average 15-20 people each month, going very well, a presentation is put on by members of the group, they will be organising trips out in the coming months. <b>Wine Club</b> – average 20 people attend £15 with wine & cheese, the feedback is that it is a great evening and	FN JL JH



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	<p>very well liked.</p> <p><b>Book Club</b> average 10, last Friday of the month, swaps to a Thursday when wine club is on.</p> <p><b>Cinema Club</b> – average 20 people attend, we would like more people to attend, films are picked by a select committee, and hopefully all genres are now covered.</p> <p><b>LinC</b> average 25-30 people attend, this has become a welcome and well received group, at the last lunch on Saturday AM asked our regulars to confirm if they are <b>not</b> coming as it helps with our numbers when buying food. JL would like to see the trustees re-compensated for more of the food that we are preparing.</p>	<p>JH AM</p> <p>EB/JL</p>
10	<p>Future Trustee events - LinC lunch, Coronation weekend 6th-7th May event??</p> <p>Next lunch will be 4<sup>th</sup> March, lunch menu can be decided nearer the time via whatsapp messenger, and we aim to use the food within the freezer as we have lots of stock to be used up.</p> <p>Future dates</p> <p>April 1<sup>st</sup> LinC</p> <p>May 6<sup>th</sup> Combine LinC with Coronation of King Charles, possible Live Screen the event when they publish the programme of the day, to be discussed at next meeting. JB will ask school if they have any plans to celebrate the occasion and message EB to let her know. Possibly link up with other community groups.</p>	<p>AM JL EB SD</p>
11	<p>Sharing the load &amp; recruiting more trustees - see attached intended as a conversation starter</p> <p>AM has produced a document of all the roles he undertakes as Chair, and it is pretty excessive so he would like us to look at this and see if we can disseminate so of these roles between the trustees, to lighten the load for JL going forward.</p> <p>One of the main roles is booking clerk AM &amp; EB to look at members of the public being able to book them hall direct via the website/facebook/a independent app such as BOOKSY/FRESHA.COMGETTIMELY.COM</p> <p>AM has stated that when he steps down in July at the AGM he will withdraw completely from the role, he may be able to help in the kitchen with events where food &amp; washing up is concerned, feel free to ask, however he has new commitments that need his time, after 15 years in service at the hall.</p> <p><b>Written Account filed by AM</b></p>	<p>AM All trustees</p> <p>EB</p>
12	<p>Matters Arising not picked up in the above items.</p> <p>Burns Night to be discussed when SD is available to contribute.</p> <p>Pub night in village hall, with the news of the Wheelwrights closing as of the 31<sup>st</sup> March, we thought that a pub night may be an idea to raise some money and encourage the local community to support us, while the pub is closed. Saturday 15<sup>th</sup> April is the chosen date, to be discussed at next meeting regarding beer, snacks and other spirits.</p> <p>An afternoon tea, can be disused at the next meeting, look at June 17<sup>th</sup> to be done when the weather is better.</p> <p>AM thanked everyone for coming and closed the meeting at 915pm</p> <p>Date confirmed is 14<sup>th</sup> March 2023@ 730pm</p>	<p>SD JL</p>