

## Pencombe and Little Cowarne Parish Hall Trustees Committee

## Minutes of Meeting

Date	Date: 14 <sup>th</sup> March 2023 Meeting started at 730pm sharp.				
	Attendees: Andrew Mottram (Chair), Andy Hazlehurst (member of village), Frank Nicholson	EB wrote			
	(maintenance), Janet Legge (Vice Chair), Emily Barrett, Colin Hadley, Karen Hodges, Hannah	notes up.			
	Ambler ( PYFC chair)				
No.	Topic & Decisions Taken	Owner			
1	Apologies for Absence	AM			
	Karen Davies				
	Rosemary Brown				
-	Monica Clarke Minutes of the last meeting - these were sent out by Alison just after Christmas	0 N A			
2.	AM asked if everyone was happy with the last set of meetings, however KH stated she didn't receive the	AM			
	last minutes EB to forward.				
3	Bookings:	AM			
_	Are looking favourable, we have several bookings for the next month, and the hall will be hosting a 21 <sup>st</sup>				
	birthday party, the booking is till 1am, in light of this we thought it prudent that AM visit local residents to				
	advise them of party noise and additional traffic and parking in and around the vicinity of the parish hall. AM will speak to the hirers to ensure that all party goers are gone by 130am at the latest.				
	As a group it has been decided that after a large event we would give the hirer the hall the following day				
	for them to effectively clean the hall after their event this would be free of charge, but wouldn't be				
	heated.	SD			
	The brownies hired the hall, and had a good time, however struggled with the oven, and lack of frying				
<u> </u>	pans, SD will purchase new frying pans.				
4	Building Maintenance report - FN provided a detailed account of the maintenance jobs completed and actions needed, Andy Hazlehurst	AM			
	has put himself forward to support Frank going forward after the departure of Andrew Mottram after the	AH			
	AGM, everyone was pleased with this announcement.	FN			
	Written Account filed by FN				
	Additional items brought forward to this meeting not on report:				
	1, FN to get quote for additional amp to be added to the circuit in the committee room to help support the usage when large parties/events are being held, as the YFC Big Breakfast suffered several power outages				
	due to heavy use of the sockets.				
	2, FN has been in contact with community 1 <sup>st</sup> , regarding several issues that needed checking and they have				
	requested their annual fee, SD to complete form and check payment, if owed she will pay ASAP.	SD			
	3, Boiler – is currently working well and recent works to maintain the boiler have been effective at keeping				
	it running efficiently, however as we need to bare in mind that this boiler is considered old and could go wrong , AM had a meeting with Richard Hill who is the heating consultant and Director of "Intellergy" who				
	has advised the possible replacements with a green initiative:				
	Gas – a no go, this is expensive and rules regarding storage and safety, due to the general public using the				
	building.				
	Biomass – a no go, heated by wood pellets, unfortunately UK pellets don't burn as well as their European				
	counterparts due to the humidity in the wood, plus storage of pellets and the hall not being on a flat site				
	would cause issues when receiving deliveries. Heat pump, appears to be suitable however unfortunately the village is under supplied with Electricity AM				
	to take it too the NDP & our local working group to see what can be done, initial costing would come in at				
	£15,574.98 +VAT and then additional costs for plumbing and electrical costs, possible look to parish council				
	for help, as this would be a capital item.				
	Solar panels would also work, as we have a large south facing roof, however the initial outlay is out of our				
	budget. AM has forwarded electronic copies of Intellergy's report and proposal to SD & FN prior to the meeting	AM			
	and is happy to circulate to all the trustees should anyone wish to see them.				
	There are currently no grants for either of these sources at present; we will continue to monitor				
	government resources.				
	With either of these ideas, we would need to consider improving the insulation around the walls and in the				
	attic, as it currently stands we will continue to repair the boiler and replace if it totally fails, until funding becomes available to replace with a greener option.				
5	Finance report - Written Account filed by SD	SD			
5	SD provided a full breakdown of the finances and gave out to the attendees	ענ			
	SD went through figures so everyone within meeting understood all the details from report.				
	SD confirmed that Jo (cleaner) had raised an invoice and SD has paid for the cleaning for the past 6				
	months, Jo was asked to raise an invoice every month.				
6	Ongoing activities initiated by trustees - Community Coffee, Garden Club, Wine Society, Community Cinema Coffee morning – average 15-18 people each week, they love having the children visit from Pencombe	All			
	School, they often sing for them, which is enjoyed by all.				
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	Garden Club – enjoyed a wonderful presentation by Bob Oliver and the event was well attended with 4	
	attendees coming from outside the group.	
	Wine Club – another good meeting last month, it was well attended, however lots of spillages of red wine,	
	so it has taken a bit of work to get the white tablecloths back to their best.	
	Book Club - average 10, last Friday of the month, swaps to a Thursday when wine club is on.	
	Cinema Club – This month has seen two cinema meetings, Border Line films showed Living and was	JL & EB
	attended by 50 people, and has hopefully showcased P&LC Village hall to a wider community, we are	JECKED
	showing the French Dispatch on the 16 <sup>th</sup> March, we are lucky enough to be the only cinema in the	
	community which are showing this film, it isn't available on DVD either so we will be showing via live	
	streaming.	
	LinC – last month's lunch had 21 attendees, numbers were down due to illness around the village, Freezer	
	soup & pizza were served and it all went down well.	
7	Village Organisations - concerns, report, updates	
· ·	Mums & tots- No representative at this meeting,	
	PU5's No representative at this meeting however they are looking forward to their Race night event now	JL & EB
	moved to the 17 <sup>th</sup> March due to the recent snow, EB has been asked to help on the night, so can help with	
	the clear up and closure of the hall after the event.	
	Young farmers – Hannah explained that they had a great turn out to the Big Breakfast and sold 203	
	breakfast, and fed 18 helpers on the morning as well, they raised £320 for We are farming Minds, and apart	HA
	from the electrical issues they had a great day and raised over £1500, Hannah agreed that more time after	
	the event to clean thoroughly would be a good idea, however many of their helpers were minors and just	
	wanted/needed to go home.	
8	Recruitment of new Secretary	AM
0	AM explained the importance of recruiting a new secretary, EB has put out an advert out to the	
	community, in both local pubs, and on the village hall Facebook page and on the notice board,	EB
	unfortunately nobody has come forward as yet, EB to advertised on Facebook again, unfortunately	
	nobody has come forward, EB has agreed to write this month's meeting minutes again.	All
	In light of this and the fact we need to discuss further the sharing the load after AM departs, we have	All
	agreed that another meeting with just the trustees will go ahead on the 27 <sup>th</sup> March at 730pm.	
	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.	
	One of the main roles is a booking clerk AM & SD 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	AM/SD
	AM has been looking at Cradley Village Hall booking in system and will bring to the next meeting.	7 111 1 5 5
-	Burns Night	A 11
9	Everyone agreed that the night was a success and that the food was lovely and the piper was great, we	All
	didn't make as much money has we had hoped, however there was at least 6 cancellation before the event	
	due to illness that SD had to refund, food and beverage prices are all on the rise.	
	As this event took so much time and effort from everyone involved especially SD, we believe that this	
	should be kept to a special event that maybe happens every 3-5 years.	
	Discussion & Decisions	
10		AM
	LinC rota – EB had devised and sent out, FN returned with additional info EB to add and resend.	All trustees
	Reimbursements for costs and pricing for sale – SD would like all receipts and any additional info that will	
	help her when finalising the finances for each event. EB suggested a reduced cost to trustees for any event	50
	they have attended when they have helped during that event.	EB
	Schedule for event for preparation before event – JL has this in hand and will email to the helpers in the	
	run up to the event.	
	As there is so much to discuss around these issues we will discuss separately on the 27 <sup>th</sup> March.	
11	Future Trustee events - LinC lunch, Coronation weekend 6th-7th May event??	
	Next lunch will be April 1 <sup>st</sup> LinC JL & SD to decide menu, EB not available.	SD
	Future dates	JL
	May 6 <sup>th</sup> Combine LinC with Coronation of King Charles, possible Live Screen the event when they publish	JL
	the programme of the day, to be discussed at next meeting. Possibly link up with other community groups.	
	Pub night in village hall, with the news of the Wheelwrights closing as of the 29 <sup>th</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. Our chosen date, has now been booked by a large party, so we will look again at another	
	date.	
	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.	
	A village meeting for a combined effort of the coronation of Prince Charles, EB to invite, school, PU5's, PC,	EB & AM
	Church, WI, and send to Heather Hadley to disseminate to Little Cowarne residents.	
	Meeting to be held 5 <sup>th</sup> April 23 @730pm at Village hall, AM to book hall in the diary.	
12	Matters Arising not picked up in the above items.	EB/AM
	EB has suggested for large parties that AM change the code for that event, to reduce likely hood of people	



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re-entering the hall after the event, as a member of the retrieve items left at the hall, this could have caused an EB has suggested an extra clean to be done before the our hall, as there will be lots of additional visitors to the EB to amend cleaning rota to include low level light sh SD & JL have come up with the idea of a Pencombe an ect, to be held on the 19 <sup>th</sup> August, everyone thought the at the next meeting. Poster has been produced and with Date for AGM 3 <sup>rd</sup> July 23 7pm, for public 7.30pm advert AM thanked everyone for coming and closed the meet Next meeting Date confirmed is 22 <sup>nd</sup> May 2023@ 730p	issue if somebody was hiring the hall at the time. large party on Saturday 18 <sup>th</sup> March to show case e hall that may not have been before, AM to ask Jo. ades and picture rails. d little Cowarne Show, fruit, Veg, Cake competitions his was a fabulous idea. More details to be discussed II be circulated soon. lise date 21 days before the meeting. ing at 955pm	EB AM EB SD & JL
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