

## Minutes of Bratton Clovelly Parish Hall Committee held on 29<sup>th</sup> June 2009

**Present:** G England (Chairman), J Codling, (Vice Chairman), H Down (Booking Secretary), G Cooke ( Secretary), S Hendy, K Hunkin, N Miles, E Perkins and P Worth.

In attendance: P Penning.

**1. Apologies:** G Barrett, A Barrow, J Dowell, P Down, L Eydon, R Hopkins, R Jordan and R Smith.

**2. Minutes** Two amendments were proposed and adopted to the minutes of the meeting held on 11<sup>th</sup> May 2009. The revised minutes were then approved.

The Chairman welcomed Mr Penning to the meeting, thanking him for having chaired a meeting on June 1<sup>st</sup> between the Parish Council and representatives of the Parish Hall Committee (see Items 3 and 6 below).

### 3. Matters Arising:

**Action**

**Rose and Gerald:** The Chairman read out a letter of thanks to the Committee from Mr and Mrs Smith, expressing their gratitude for the provision of the Hall without charge for their wedding celebrations.

**Hot Water System:** Sarah Hendy had provided the requested breakdown of charges and was now awaiting payment. Sarah undertook to arrange for the removal of the old tanks and other debris. **L.E  
S.H**

**Insurance:** The Chairman reported that it had been agreed at a meeting with the Parish Council (chaired by Peter Penning), on June 1<sup>st</sup>, to continue with the current division of responsibilities, subject to the removal from the PH's schedule of the stone barn and the car park. It was also agreed to advise anyone holding an event in the Hall that required the erection of a marquee on the recreation ground that the organisers would be responsible for providing insurance cover for any liabilities associated with the marquee. **L.E  
L.E/H.D**

**Playgroup Patio Panels:** Nicky Miles reported that the work had been completed.

**Hall Floor:** Hester Down reported that, when Margaret Wilson returned, the Badminton Club would redo the lines. Action on further work to the floor would be put on hold, pending the completion of work on the heating system. **H.D/MW**

**Hall Lights:** Sarah Hendy reported that Kerry Brooks would be obtaining replacement bulbs, but that an electrician had reported that the current bulbs will shortly be phased out, at which time it will be necessary to replace the light fittings. This would cost in the region of £600. In the light of this, it was agreed to put on hold the installation of guards, pending the replacement of the fittings. Hester undertook to see if the Badminton

Club could apply for a grant to cover the cost of replacing the light fittings and installing guards.

H.D

**Dish Washer:** The malfunction was found to have resulted from the incorrect replacement of a filter. This cost £54.63 to diagnose and correct. The warranty had expired and it was not thought worthwhile to enter into a maintenance contract, given the likely cost and the limited use made of the washer

**Film Shows:** Nothing further had been heard.

**Parish Hall – Ownership/VAT:** The Chairman reported that Peter, Peter and Wright had concluded that the Parish Council owned the Hall and that this had been accepted by the Council at the meeting chaired on June 1<sup>st</sup> by Mr Penning (see above).

At that same meeting it had been agreed to seek a meeting with HMRC, in order to obtain, if possible, definitive guidance on the issue of VAT. Although Mr Penning had written to them on 4<sup>th</sup> June, it later transpired that they had lost the letter. Advice was therefore still awaited, but Mr Penning continued to pursue the issue actively.

P.P

**Equal Opportunities, Environmental Policy and HallMark Scheme:** The Chairman reported that copies of the Equal Opportunities and Environmental policies were now displayed on the notice board outside the Hall. Lin Eydon was still working on the application form for the HallMark scheme.

L.E

**Accounts:** The Chairman reported that accounts had now been approved.

**Wurzels:** All the tickets for the concert had been sold. The Chairman reported that the Hunt would be obtaining a separate licence for the marquee and were also dealing with the insurance requirements. A donation would be made to Hall funds from the proceeds from the bar.

**School Room Update:** In Geoff Barrett's absence, Philip Worth reported that a grant of £46,500 had been obtained from the Heritage Lottery Fund, but that its payment was dependent on receiving matching funding of £30,000 from CCD. Pending receipt of the latter, it was hoped to be able to fund the commencement of work with a loan. The Committee congratulated those involved with the School Room on their success.

**4, Parish Hall Minutes:** Mr Cooke's paper, entitled "Are Our Minutes Fit for Purpose?" which had been previously circulated, was considered. It was agreed to leave the present arrangements concerning content and amendment in place, but to delay placing of the minutes on the website until they have been approved at the next meeting of the Committee and to make clear when providing the minutes to the School Room Committee and the Parish Council that they are "unconfirmed".

G.C

**5. Meeting with the Parish Council on 1<sup>st</sup> June:** As has been noted in Item 3. above, the questions of Hall ownership and insurance were resolved satisfactorily at the meeting chaired by Mr Penning on June 1<sup>st</sup>. At that meeting, it was agreed to seek advice from HMRC on the VAT issue, but as has already been noted, we are still awaiting that advice. **P.P**

**6. Reports on Renewable Energy Projects:** Philip Worth undertook to take up with the Parish Clerk the misreporting of information on renewable energy projects in Parish Council minutes. **P.W**

**7. Grants Secured:** The Chairman tabled a spreadsheet, which outlined the present position with respect to grants secured, those for which decisions were still awaited and balance of funds to be raised, and talked Committee members through this. Grants secured amounted to some £80,000 and these had been allocated between photovoltaics (£51,000) and the biomass wood pellet boiler (£29,000). In addition, thanks were expressed to the Parish Council for the promised donation from next year's precept of £250.

**8 Grant Applications:** The Chairman indicated that the results of the final application might not be available until September or October and that he was not confident that the CSEP application would be successful, in view of the high level of applications that they have received and the fact that they were much less inclined to look favourably on applications that only involved photovoltaics, rather than both PV and wind turbines. However, a decision on the application to West Devon should be made on 24<sup>th</sup> July and he was also exploring additional sources. CCD would be considering our application in August. **G.E**

**9. Possible Loans:** The Chairman explained that CCD will only come to the table once all other funding is in place. At present there is a shortfall of some £29,000. Two possible sources of loan funding are available. These should be flexible and involve no penalty for early repayment. Given that the installation of PV and improved insulation should lead to an annual improvement of cash flow of some £3,000, it would seem possible to fund the shortfall by a loan. The Committee authorised the Chairman to investigate the possible sources of loan funding and to report back at the next meeting, by which time it was hoped that the outcome of the West Devon application would be known. **G.E**

**10. Roof:** CCD's grant application required three quotes to be provided on all work to be funded. Accordingly, additional quotes had been obtained for both the roof and plumbing. In the case of the roof, Bowline from Bovey Tracey, who specialise in the roofing of public buildings, had provided some helpful advice on avoiding the risk of condensation and had provided two highly competitive quotes of approximately £19,000 and £16,000 respectively. The first would involve the replacement of the current external panels and insulation with composite panels, while the second would leave in place the current insulation, but augment it with an additional 80mm of new insulation, topped by new steel panels. It was agreed that the sub-committee should review the various options once **G.E/J.C**

funding had been obtained. In the meantime it was agreed to put on hold any action concerning repainting the existing roof. . **G.B/G.C**

**11. Stage:** It was agreed that it was sensible to include the stage in the present tranche of work, given the level of grants already secured, which could be considered as “own funds” when seeking further grant support. Three quotes had been obtained. Stage Systems’ had provided the most economically attractive quote, but their standard stage height is some eight inches lower than the current stage, so would have implications for visibility from the rear of the Hall and would also require adjustments to be made to the curtains. Their system is installed at Meldon and they have also undertaken to provide an on-site demonstration on a date to be agreed. Keith Hunkin also undertook to investigate the system in place at Halwill. Queries will also be raised with the companies about any legal requirements concerning wheelchair access **G.E  
K.H  
G.E**

**12. Bookings and Maintenance:** Hester Down brought members up-to-date on prospective bookings and undertook to talk to Torben and Stuart about dealing with the weeds around the Hall. Attention was drawn to difficulties caused by users other than the Play Group activating the Yale lock. Sarah Hendy undertook to prepare some laminated notices for the kitchen and it was agreed to leave the refrigerator on during periods of hot weather. Hester also distributed new reservation forms for completion by user groups. **H.D  
S.H  
All**

**13. External Appearance:** The Art Group’s request for an ash tray on the front wall was agreed, as was the Play Group’s suggestion that the existing buckets on the balcony be replaced by another wall mounted ash tray. Sarah Hendy agreed to investigate sources. It was also agreed to ask the Garden Club if they would be happy to take in hand the central island by the road in the car park and provide any other improvements that they considered helpful to the appearance of the Hall. Liz Perkins undertook to do some strimming on the new bank. **S.H  
G.B  
L.P**

**14. Election of Officers:** In the absence of any alternative nominations, the existing Chairman, Vice Chairman, Treasurer, Bookings Secretary and Secretary were re-elected unanimously. However, both Graham England and John Codling indicated that it was their wish to stand down as soon as the existing work on the heating system and roof had been concluded successfully.

The Chairman expressed the Committee’s particular gratitude to Hester and Peter Down for their continuing enormous contribution to keeping the Hall running successfully. Geoff Cooke also reiterated the Committee’s appreciation of the Chairman’s unstinting efforts to obtain grant funding and to ensure that the heating of the Hall was brought up to standard.

It was also agreed that the Chairman should be refunded for the printing ink used, although this only accounted for a tiny fraction of the costs he had incurred on the Hall’s behalf, let alone the hundreds of hours that he **G.E**

had been devoting to grant application preparation and related activities.

**15. Any Other Business:**

There being no further business, the meeting was closed at 10.00pm.

**16. Next Meeting:** The Next meeting will be held on **Monday 27<sup>th</sup> July, in the Parish Hall.**

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