

# Avonwick and North Huish Community Hall Project

## Minutes

Thursday 2nd July 2015 7pm

Venue: Diptford Parish Hall-Committee Room

Item No	DCT- Devon Communities Together (formally Community Council of Devon) DK- David Kinross FG: Faithful and Gould	Action By
1	<p><b>Chairs Welcome</b></p> <ul style="list-style-type: none"> <li>• Including new and potential committee members</li> </ul>	
2	<p><b>MEETING ATTENDANCE:</b></p> <p>a) Present : Chairman: Paul Tyler, Treasurer: Liz Rider, Secretary: Lisette Granados, Rachel Milford, Cllr. Tristram Grevatt, Lindsey Stewart, Maureen Blackwell and Richard Blackwell, David Kinross.</p> <p>b) Receipt of Apologies for Absence: Hannah Holdgate</p>	
3	<p><b>MINUTES OF THE PREVIOUS MEETING/s</b></p> <p>To approve and sign the minutes of the meeting 28<sup>th</sup> May 2015 Carried over until next meeting</p>	
4	<p><b>MATTERS ARISING</b></p> <ol style="list-style-type: none"> <li>1. Event meeting 2<sup>nd</sup> June 2015 PT apologised for the mix up with venue booking and having to have the meeting outside. Final details of the Big Lunch event were finalised.</li> <li>2. The Big Lunch event 7<sup>th</sup> June 2015 Numbers of people taking part were low and the event made a loss. MB suggested that events should be advertised sooner, at least 1 month before, and to a wider audience. It was agreed that the intention was for the event to be only for Parish residents and not a wider audience. Also concluded that road signs were not enough and more notices/posters were needed. Price was discussed as a possible cause of low attendance. It was thought the event was too expensive; there were no discounts for whole families which could make it quite expensive all round. The grass hadn't been mown in time because of confusion as to responsibility for it. The committee felt this must be carried out before events on the grounds of H&amp;S. However, it was agreed that those who did attend had a lovely afternoon with some great food brought to share by all those who came. A big thank you was made for the lamb provided by Rob Steer which was delicious and much appreciated.</li> </ol>	
5	<p><b>CORRESPONDENCE</b></p>	
6	<p><b>Finance and Accounts (LR)</b></p> <p><b>Report of Treasurer</b></p> <p><b>Finance and Accounts (LR)</b></p> <p><b>Bank Account Update –from 28th May 2015 Balances and totals as at 28 May 2015:</b></p> <p><b>Current Bank A/c: £903.40 Instant Access Savings A/c £10,001.17 PC £45.18 Total £10,949.75</b> Made up of A4A £10,001.17 Project Funds £948.58</p> <p><b>1. ANHCHP Bank Accounts Report:</b></p> <p><u>Current Account:</u> Income – £71.00 from Big Lunch (£171.00 less balance payment of £100 to Ozzy D) Expenditure – Cheque to Ozzy D for Big Lunch Entertainment – initial deposit - £50 Payment to Hire Shop for Toilet for Big Lunch - £116.40 Payment to Tennis Club re. Tables and Chairs for Big Lunch - £25.00 Monthly Website Cost - £4.99 Cash to Petty Cash - £50 Payment to South Brent Village Hall, hire of tables &amp; chairs for Big Lunch - £23.50</p>	

	<p><u>Instant Access:</u> Income – 32p. interest on 9 June.</p> <p><b>2. Petty Cash:</b> <u>Income:</u> £50 from Treasurer’s Current Account <u>Expenditure:</u> Hire of Diptford Village Hall Meeting Room – 14 May &amp; 28 May - £12.00 To Secretary – LG – printing - £3.70 To Old School re. Hire of Village Hall for Feedback Event - £10.00 To Avonwick Shop re. Big Lunch purchases - £21.23 To P.T. re. payment to Moreleigh Village Hall for Marquee Hire, Big Lunch - £20.00</p> <p><b>New Balances and totals as at 27 June 2015:</b> <b>Current Account – 704.51 Petty Cash - £28.25. Instant Access Savings - £10,001.49.</b> <b>Total: £10,734.25</b></p> <p>Re: A4A – Expenses of £34.67 have been made for expenses re. Feasibility Study (printing and Expenses for feedback evening). A4A Account therefore stands at £10,001.49 - £34.67 = £9,966.82. (£34.67 was made by Petty Cash)</p> <p><b>Volunteer Hours</b> <b>PT/LG/LR/RS/LS/MB/RM/RB/TG</b> Most still pending</p>	
7	<p><b>Report back from Meetings or Courses attended</b> None</p>	
8	<p><b>Residents Survey</b></p> <ul style="list-style-type: none"> <li>Update on Survey Report from Devon Communities Together (DK) DK reported back with final draft which included stats and residents comments as an appendix. Further edits and information still need to be included. <b>AP</b> LG to circulate final draft and committee members to write comments and send their versions to PT by 13<sup>th</sup> July <b>AP</b> PT to revise draft and send to DK for inclusion/amendments in final report. RB suggested that 3 solicitor quotes are obtained for the agreement with DCT and to possibly include a briefing for the other feasibility work. <b>AP</b> PT to obtain 3 quotes for 3 way agreement between ANHCHP- DCT and F&amp;G.</li> </ul>	<p>LG PT          PT</p>
10	<p><b>Feasibility Study</b></p> <ul style="list-style-type: none"> <li>Land ownership and lease negotiation (Solicitor) PT-Advised this will be happening once the site is concluded on, once the surveyors, architects and planners work is completed</li> <li>Site Survey (F&amp;G) Survey is a desktop study to advise on any issues with the current proposed site.</li> <li>Architect plans and land acquisition negotiations: discuss and approve briefing (F&amp;G). PT – land acquisition will be pursued after the other key elements of the feasibility study identify the size and location of the site. Design components- <b>Hall</b> - PT suggested hall should accommodate 120 people (the land had been planned for a hall with that number in mind) - all in favour. Would also need to be suitable for a badminton court. However committee considered, depending on height of the hall as effected by other factors such as planning, it might not be possible to provide badminton to full competition standard. <b>Kitchen</b> - all agreed need for a commercially acceptable kitchen for catering, weddings etc,</li> </ul>	

	<p><b>Meeting room;</b></p> <p><b>Stage</b> -it was decided to use demountable instead of a fixed stage, residents strongly supported provision of stage for performances and a demountable one would be more cost effective and allow greatest flexibility;</p> <p><b>Storage</b> - All agreed sufficient storage was really important.</p> <p><b>Bar</b> – All agreed to PT's suggestion of a bar area for use at events, lots of halls have one and it helps support the costs of running the Hall, so long as no liquor is stored on the premises for security reasons;</p> <p><b>Library</b> - strongly supported in the survey but agreed that a dedicated room for this purpose was too costly. However, a full library facility could be accommodated on shelving (with lockable fronts) lining the meeting room, or in mobile lockable cabinets, opened during library opening hours.</p> <p><b>Foyer/Entrance area</b> LG suggested a foyer/entrance large enough for ticket sales etc, Committee supported this.</p> <p><b>Business Offices</b> for Rent / Lease were not considered sufficiently well supported to justify the significant cost likely to be required. However an <b>Office for managing the site</b> along with appropriate facilities could be used to support small local businesses e.g. photocopying, postal address etc if the need arose. DK said that the photocopier at South Brent Old School does generate significant income.</p> <p><b>Showers</b>-this was discussed but DK reported that halls that had installed them found that they were not used. All agreed not to include.</p> <p><b>Car Parking</b> - All agreed the need for adequate parking provision to fully service the Hall facilities and functions. It was important to avoid parking for the hall spilling over and becoming a nuisance in the village.</p> <p><b>Other Items</b> - Having discussed all the key elements of a Hall, and those which had received most support in the Survey, it was decided these provided all the space hungry elements necessary to inform the Architects brief at this floorspace assessment stage and that consideration of the 'Others' items, and the ideas raised in the Comments, could be left to a later stage.</p> <ul style="list-style-type: none"> <li>• <b>Planning Application</b> - PT offered his planning advisory experience voluntarily. PT- As the principle of a hall built on the S.106 site had been accepted by the Planning Authority there would be no need for a full planning application until the detailed design was agreed, unless a different site or a larger site (with a relocated hall ) was proposed. However, pre-application discussions would be essential after the Surveyors and Architects reports were received.</li> <li>• Committee members trustee training (DCT) Carried forward</li> <li>• Future Governance after the Feasibility Study. DK advised the project will need to change its governance structure ready for a larger funding bid, possibly with charity/trust status.</li> </ul>	
11	<p><b>Publicity and Social Media</b></p> <ul style="list-style-type: none"> <li>• The Apple Pie Fair (LG) For events committee to deal with</li> <li>• Advertising for a new Treasurer (LG) Carried forward</li> </ul>	
12	<p><b>Any other business</b></p> <ul style="list-style-type: none"> <li>• AGM - finalise details for 9<sup>th</sup> July 2015 7pm Diptford Village Hall. To be completed outside the meeting due to lack of time</li> <li>• Apple Pie Fair - stall opportunities promotional fliers. Carried over</li> </ul>	
13	<p><b>Next two Full Committee Meeting dates, time and venue</b></p> <ul style="list-style-type: none"> <li>• Thursday 6<sup>th</sup> August 2015 7pm Diptford Hall meeting room.</li> <li>• TBC</li> </ul>	
14	<p><b>Close of Meeting 10pm</b></p>	

Signed:

Date: