

# Withiel Playing Fields Association

**Minutes for the  
Withiel Playing Fields Association  
held in Withiel Village Hall at 7.30 pm on  
Monday 16th September 2019**

Meeting opened with the Chairman, Tony Liddicoat, in the Chair

1. Apologies: Janet Shearer, Claire Davies (after the meeting)
2. Minutes of the meeting held on Monday 22<sup>nd</sup> July 2019 – **Agreed**
3. Declaration of interest: None Declared
4. Chairman's report. The Chairman summarised progress since the last meeting:
  - a) Curtains – Thanks were recorded to Janet Shearer for sorting the new curtains, which were well received as an improvement to the appearance of the Hall.
  - b) Fire Training in the use of extinguishers was attended by 4 individuals and certificates issued. The Chairman recorded his disappointment at the attendance.
  - c) All the existing aged and failing emergency lights have been replaced with new LED lights. A recommendation has been received to fit lights to the outside of all emergency exits to assist in any evacuation. This will form a later phase, when funds permit.
  - d) Electrical Building Test. All the significant building test issues have been addressed. The original estimate of approximately £500 was challenged by Nigel Liddicoat and a revised bill has been received for about £200. This will be further challenged as the hours are in query. The building certificate will also be chased.  
**Action: Stephen to query bill and seek certificate.**
  - e) Digital Lights. The failed bulbs were replaced by the original fitter and spare bulbs left in case of additional failures.
  - f) Barriers to the field drop off points. Thanks were recorded for the fitting of these to Nigel and Christopher.
  - g) Liability Insurance Cover Documentation. This is currently in the process of being issued to all existing and new hirers of the Hall, so that they can assess whether they can claim cover under our insurance, or need to seek their own cover.
  - h) Camhayle Theatre Company Evening. Thanks were recorded to Margaret and her helpers for a very successful and enjoyable evening. The Committee were of the opinion that a further Theatre night in the future would be very

# Withiel Playing Fields Association

welcome. Margaret advised that ticket sales and refreshments raised a total of £435.70, with a payment to Camhayle of £200, leaving £235.70, which has been banked to Village Hall funds.

5. Treasurers Report: The Treasurer gave the balance of the current account as at the 23<sup>rd</sup> August as £2,398.11 and the reserve account as £4,391.86.

Significant expenditure items during the period were:

Fire Training - £210  
Entertainment license - £180  
South West Water - £50  
Curtains final payment - £1,500  
Building Electrical Test - £404.83

Significant receipts during the period were:

Withiel Garden Show - £678.55  
Camhayle Theatre Company evening - £235.70  
Double paid bill August repayment - £220

S106 Grant via the Withiel Parish Council towards Health & Safety and improvements to the fire system - £4,450

Taking into account the above items, the account balances were given as:

Current Account -	£6,024.62
Reserve Account -	£4,391.86
Total	£10,416.48

NB. The above balance looks healthy, however, it should be noted within this are two separate ring fenced items. A £2,000 grant towards design costs of a major building redevelopment and £4,450 towards Health & Safety and fire safety improvements.

**Action: Stephen to look at calculating a clean balance after ring fenced items.**

6. Projects

- 6.1 Hall extension project – Nigel discussed a possible outline plan for the redevelopment of the existing toilet blocks, which switched the men’s and ladies toilet around incorporating a disabled toilet within the new men’s area and thus freeing up the existing disabled toilet space for the Kitchen redevelopment.

It was felt by the Committee that this was a reasonable start point, however, it was felt sensible to look at the design for both the toilet blocks and Kitchen at the same time, to achieve an optimal outcome, even if the development work had to be phased.

# Withiel Playing Fields Association

Stephen advised the meeting that he had written a letter to the provider of the £2,000 grant towards design costs of a major hall redevelopment, seeking that this be re-purposed towards a reduced development. No reply has yet been received.

**Action: Christine to pull a group together to look at drawing up a set of outline plans for both the Kitchen and toilet block combined, for review by a future Committee meeting.**

6.2 Sound System. Christine Wilson advised the meeting that the review is on-going.

6.3 Wild Flower Meadow. Amelia updated the meeting, advising that all the planting had been done. The area should not be cut this year, but will require 2 cuts next year, a high cut in Spring and then a cut later in the year.

Christopher advised that he will put a rope fence up to mark out the area.

Following Roy Dunstan's presentations on tree cutting, this will now be left until January or February.

**Action: Christopher, Nigel and Tony to lop trees in this area, January or February and install a rope fence.**

6.4 Playing Area Equipment. On-going.

6.5 Hire Rates. Roy Dunstan presented his findings of hire rates in the local area, to facilitate a discussion on revising the current Hall rates.

It should be noted that rates have not been increased for about the last 9 years.

For locals, it was decided to have 3 daily sessions, morning, afternoon and evening and that the rates would change from the 1<sup>st</sup> January 2020 as follows:

Main Hall current £11 new £15  
Meeting Room Current £6 new £8

For Commercial and non-local hirers the rates are:

Main Hall Current £11/hr new £12/hr  
Meeting Room current £6/hr new £7/hr

**Action: Tony to advise Hirers of the revised rates effective 1<sup>st</sup> January.**

**Action: Stephen to daft a Rates document to put up in**

# Withiel Playing Fields Association

**the Hall and also to publish in the Withiel magazine.**

## 6.6 Heating System

Stephen updated the meeting on the current status of the heating system. It was agreed to proceed with an independent review of our heating system by Panasonic, which may cost up to £600. This will identify any faults with the system that require addressing, and will further provide a basis for seeking compensation either via the Trading Standards Office or separate legal action if required.

**Action: Stephen to pursue getting a Panasonic Engineer to review our heating installation.**

## 6.7 Fund Raising Ideas – Committee to come to the next meeting with ideas for consideration.

**Action: Committee members**

## 6.8 Fire Alarm System rectification and upgrade.

Contractors have been selected after separate quotes, and will be on site 24<sup>th</sup>/25<sup>th</sup> September to upgrade the Fire System to a sensor based system with dial up of Committee members in the event of a fire alarm being activated.

**Action: Nigel/Stephen to nominate contacts with details**

## 6.9 Website – Christine

Christine advised the meeting that the Parish Council were progressing this item slowly, in her opinion, and sought Committee member support in pushing this item within the Parish council.

Withiel can have a page on the withiel.info site where information on the Withiel Village Hall could be published including hire rates however, it is unlikely at the moment that this would include an automated booking system.

Christine requested images of the Village Hall in use, to help publicise the village hall on the website.

**Action: Committee to provide support as required.**

## 7. Any Other Business

7.1 The Chairman requested that a letter of thanks be sent to Bridget and Charlotte for their hard work on the annual Garden Show. This should include a general thank you for all those who

# Withiel Playing Fields Association

contributed to a successful event.

It was further agreed by the Committee, that as this was one of the main fund raising events for the village hall, committee members details would be supplied to Bridget and Charlotte, so that they could avail themselves of any additional support they might require for future events. This might include help with dishes for the evening meal, donations for the raffle and support before, during and after the event.

**Action: Stephen to write a letter of thanks on behalf of the Committee and provide committee details**

7.2 Caretaker Position – Nigel issued a responsibilities and duties listing to the Committee for their consideration. These included health & Safety checks, cleaning, both regular and adhoc, event setup and clear-up, general hall maintenance together with grounds maintenance.

He stressed that the role was of necessity a flexible one to meet the needs of the hall and that this would make it difficult to contract out without considerable expense.

Nigel expressed his willingness to continue carrying out the duties of caretaker to the end of the year, however not necessarily beyond this point.

**Action: Committee to review this role at the next meeting with a view to finding a way forward, to include the responsibilities and a rate for the work.**

7.3 Barbara Varcoe requested that the old committee room curtains be returned to the WI.

7.4 A letter was read out from Simon Coy re chairs and a projector screen belonging to the village hall, which he currently holds. It was agreed that Simon could continue to hold these on behalf of the hall, but make them available if required.

**Action: Stephen to notify Simon.**

8. Date of next meeting Tuesday 8<sup>th</sup> October 2019, 8pm in the Village Hall.