

Withiel Playing Fields Association

**Minutes for the
Withiel Playing Fields Association
held in Withiel Village Hall at 7.30 pm on
Monday 20th May 2019**

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

1. Apologies: Christopher Rickard, Claire Davies and Roy Dunston
2. Minutes of the meeting held on Monday 15th April 2018 – Agreed
3. Health & Safety Issues – Nigel Liddicoat updated the meeting on his findings and thoughts. This included feedback and quote from a Fire company inspection. The revised Fire quote value was £2,649 plus VAT totalling £3,178.80

The committee agreed to address all urgent issues and authorised an initial amount of up to £1,000 for this purpose. Proposed: Christine Wilson
Seconded: Tessa Cubitt.

Action: Nigel Liddicoat, Stephen Horrocks and Chris Rickard to meet to prioritise a Health & Safety action plan.

Action: Nigel and Stephen to put together a grant proposal to address the Fire quote and additional safety signage.

4. Matters Arising not included in the Agenda.

4.1 Village Hall Manual

Janet Shearer and Christine Wilson raised the issue of a Village Hall User Manual to address such matters as: Operation of the boiler, heating system etc. This need not be extensive, a 3 or 4 sheet document would suffice.

Action: Stephen Horrocks and Tony Liddicoat to meet to construct a document. Christine kindly offered to laminate this if required.

4.2 Vehicle Access Issues including emergency vehicles

Concerns have been raised around parking and emergency vehicle access both to the village hall and also through the village. This includes blocking of fire exit routes.

Nigel has drafted a Hall & Facilities User Responsibilities checklist.

If more large events are planned, additional parking may have to be considered, however this will be a significant cost item.

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Action: Nigel to include a statement on responsible parking on the village hall grounds. This will be assisted by improved safety signage see point 3 above.

4.3 Alcohol License. It was confirmed that the village hall has an alcohol license as long as one committee member is in attendance.

5. Treasurers Report: The Treasurer gave the balance of the current account as at the 20th May as £3,269.60 and the reserve account as £4,389.65.

Significant spend items since the last meeting were: Lights £722.98, annual insurance £795.66, Curtains £729.60 and Electric £518.36 (3 months).

£830.50 was paid in during May including a film crew contribution and a wedding.

The Chairman handed the treasurer a cheque for £442, being the first instalment of a repayment of a double paid bill. Further amounts of £220 per month should be received in June, July, August and September. The committee agreed to accept this repayment schedule.

Action: Stephen to confirm acceptance of repayment proposal.

6. Chairman's Report: The Chairman had no additional points to raise.

7. Projects

- 7.1 Hall extension project – review to be agreed at the next meeting?

- 7.2 Sound System. Christine Wilson outlined a revised proposal for a Hall sound system together with indicative costs. This is currently coming in at £5,700.

Action: Christine Wilson and a small sub group to investigate the Linivet solution with a view to seeking grant funding for a desired system.

- 7.3 Hall Curtains. Janet Shearer has chased the curtain fire treatment company for a completion date, so that the curtains can be made up.

- 7.4 Wild Flower Meadow. This will cost around £350. Initial preparation will happen in June.

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8. Any Other Business.

8.1 Nigel raised the point that the Hall funding is currently heavily dependent on grants and that ultimately charges and usage need to cover the running costs. It may be useful to establish a breakeven point for the hall based on a normalised annual cost base.

Action: Stephen and Nigel to review

8.2 Window Cleaning

Window Cleaning - It was decided to reduce frequency to quarterly.

Action: Stephen to obtain contact details.

8.3 Electric Costs – This is currently a high expenditure item.

Action: Margaret to copy Stephen on the latest bill to see if better rates are available. The Committee expressed a preference for a renewable energy tariff.

8.4 Hall hire rates need updating, recognising local and outside use together with rates in the area.

9. Date of next meeting Monday 22nd July 2019, 7:30pm in the Village Hall.

Stephen Horrocks
Secretary