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**North Petherwin Parish Hall Committee:   
Minutes of Meeting Held at 18:30 on Wednesday 30th April 2025**

**Those Present:**

Neil Harris (NH) - Chairman, Stephen Bailey (SB) – Treasurer, Mark Lington (ML) – Secretary,   
Chris Marshall (CM), Andrew Green (AG), Pat Orridge (PO), Gary Findell (GF), David Greathead (DG),   
David Hollington (DH), Norman Careswell (NC)

**Apologies:**None

**Committee Objective:**

Village Hall should help improve the life of all those living in the parish. The minutes below follow the agenda  
structure, the discussion held, and the actions agreed.

**1. Welcome and Introduction**

NH welcomed everyone.

**2. Approval of Minutes from the Previous Meeting and Matters Arising**

The minutes from the 26th March 2025 meeting were reviewed and accepted. Actions from the previous meeting that are not included below have been completed.

**3. Health and Safety**

3.4 Emergency Exit Lights: Replacement of exit lights with modern LED systems has been initiated. Awaiting the electrician to complete the installation. Quote £300 approx., complete after fire risk assessment.  
 **Action**: Complete installation of LED exit lights and implement weekly testing. **Who**: SB **When:** Q3 2025

3.10 Fire Risk Assessment: To be completed by SB and NH, seek assistance from Community Safety Officer (seek advice with smoke alarm requirements and signage). Had to be rebooked.  
 **Action**: Conduct Fire Risk Assessment. **Who:** SB/NH **When:** Before 22nd May 2005

**4. Building Maintenance**

4.9 Complete second coat on the outside of the hall, DH commented that the youth club would like to design a mural to go down the side of the wall adjacent to the car park.  
 **Action**: Complete second coat. **Who:** ALL **When:** May 2025

4.11 The function of the external toilets was briefly discussed.  
 **Action:** Review function of external toilets **Who:** All **When:** Q2 2025

4.12 NH advised that there had been an oil theft sometime between 12 and 14th February 2025, the police had been informed. Replacement of oil from thefts was not covered by insurance. The issue of oil tank security was discussed and the following agreed. Spotlight has been installed, CCTV signage added and codes have been changed on locks.

**Action:** Wire up spotlight **Who:** NH **When:** Q2 2025

**Action:** Order oil when price is attractive **Who:** SB **When:** Q2/Q3 2025

**5. Financial Report**

SB gave an update on 2025 year to date finances.

Income is £1069 – craft fair/curry night contributed £669 and costs are £300 – made up of energy, water and boiler repairs. Income at this point last year was £785.

It was agreed that a tea urn would be purchased.

**Action:** Purchase tea urn **Who:** NH/SB **When:** Q2 2025

**6. Calendar of Events**

Up and coming bookings:

* 13th May Fish and Chip van 16:30-19:30, van will move to just in front of play area fencing. Village hall will be opened for access to toilets.
* Skittles ongoing weekly every Tuesday evening September 2025 until March 2026
* Various bookings have been received from the Spice of Life
* A local band from Water Loo Farm booked the village hall for a practice session
* NH/JK discussed the VE Day 80th Anniversary event to be held on 10th May 12th – 15:30.  
  - NH has organised for John Stone, Member of the Guild of Battlefield Guides to attend and he will give displays of life on the home front and of military equipment as well as a talk/presentation. Projection facilities will be provided to assist with the presentation.  
  - Advertising has started and JK has been doing a postal drop across houses within the village. Notices will be added to the various notice boards in the area.  
  - JK had prepared a detailed Q&A, to do list which was discussed. NH/JK will also discuss the detail separately.  
  - refreshments will be provided and several meeting attendees volunteered to assist with this activity. It was agreed that drinks and cakes will be served at £1 each.  
  - JK will also provide activities for the younger generations  
  - the village hall will set up for the event on 8th May, the youth club will also assist with the preparation

6.8 NH proposed setting up an events committee to brainstorm and develop a schedule of events for 2025. AG commented that as food events are attracting interest, then maybe one event could be a social food event once a month with different food options each month. A detailed survey had been drafted by NH (inc. QR code to help easy access) and this was approved by the committee.

**Action:** Survey what the community wants, use the VE open day to start obtaining community feedback   
 **Who:** NH **When:** Q2 2025  
 **Action:** Develop a costing plan to meet improvements needs **Who:** NH/SB **When:** Q3 2025

**7. Any Other Business (AOB)**

7.1 Solar Panel Installation: CM provided an update during the meeting as follows:

* Grant application – a couple of amendments have been made following feedback. We were also asked if we could fund the project ourselves, we said no. The tea urn has been removed from the application. Regarding the planning process, the application has now been accepted, and we now await a decision from the council which is expected on 22nd May 2025   
   **Action:** Progress and provide update at next committee meeting. **Who:** CM **When:** 4th June 2025

**Date of Next Meeting:**

Wednesday 4th June 2025 at 18:30