

MANATON PARISH HALL MANAGEMENT COMMITTEE

Minutes of the meeting held on

Thursday 2nd July 2026 at 7pm in the Kestor Inn

Members present	Responsibility
Maggie Martin	Chair
Shelagh Longly	Treasurer (Joint)
Chrissy O'Shea	Secretary
Katie Higgins	Bookings
Charlie Wilson	Media & Publicity (Joint)
Sue Lewis	Kitchen
Representatives	
Mary Wylie	Manaton Parish Council (PC) Representative
Apologies	
Martyn Longly	Treasurer (Joint)
Emma de la Fosse	Media & Publicity (Joint)

1. Apologies

Apologies were noted as above.

2. Minutes

The minutes of the last meeting held 16th April 2026 were approved as an accurate record.

3. Members Updates

Chair

SumUp

Maggie was pleased to report that the 'Sumup' terminals were now set up to link directly to the mphtreasury@gmail.com account, which will forward to Shelagh (the previously used email accounts were now obsolete.)

The Facebook page was now more active with relevant items of news and events being posted; such as the pot hole repairs, mowing the village green, and the monthly markets. Also, the rates of hire for the hall were to be uploaded.

Manton Bulletin

On behalf of the committee, Maggie was to write an article for the bulletin which will include the relevant (email contacts bookings, notices and finances).

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Proposed expenditure

- a) Maggie proposed a sound system be purchased at a cost of approximately £1,000, although there will be extra costs to install. **Agreed**
- b) Secondly, she proposed a vacuum robot at a cost between £200-300. The advantage would be more efficient time saving cleaning, in particular after the markets and other events.
Maggie kindly offered to loan her own machine for us to test at the hall, prior to a decision being made.

Treasurers Report - April-June 2026

Summary

Income	£2,945.23
Expenditure	£1,004.00
Surplus	£1,941.23

Bank and savings accounts as at 30 June 2026

Lloyds bank current account	£4,415.00
Lloyds instant access savings account (0.5% variable)	£2,851.82
Hampshire Trust instant access account (3.61% variable)	£10,139.45
Cambridge and Counties 6-month bond (4% fixed)	£30,632.26
Total	£48,038.53

As there was £4,415.00 sitting in the Lloyds bank current account, it was agreed to transfer £2,500 from this account to the Hampshire Trust instant access where it will attract 3.61% interest.

The Cambridge and Counties account matures in November 2026; this was to be included on the agenda for discussion at the next (October) meeting

Shelagh brought to the members attention a change in the process for payment authorisations from the Lloyds Bank current account. It was now apparent that only one trustee's signature was required in order to authorise payments, (whereas previously two were needed.) All agreed that this process was acceptable as all transactions were auditable.

Sue and Shelagh were to meet to facilitate the debit card payment process for the purchase of the coffee machine.

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Secretary

Members were reminded of the Charity Commission's requirements for the full legal names of all trustees to be registered on the committee's section of their website.

The remaining hire agreement was to be completed for the regular badminton group booking. Katie will action this.

The Manaton Parish Hall's Facebook page (post meeting this was agreed to be renamed as 'Manaton Village') will be updated to include the Parish Hall website and relevant email addresses

In planning for the global themed food night in January, Sally (Walker) had confirmed that she was willing to do the catering for this, a date was to be agreed with Sally.

Bookings

As previously discussed, it was agreed to reduce the rates for the regular hirers, which included Yoga, Tai Chi and Pilates. With effect from September 2026, the charge will be reduced from £15 to £10 (subject to bookings in blocks of six.)

The published rates of hire for the hall were currently £15 per hour and £10 for parishioners.

- *Post meeting note: Katie had confirmed the reviewed charges with the regular who were very grateful for this.*

Publicity and media

Lloyds bank had now issued the current account debit card with PIN, which enabled the Manaton group email account being set up and fully function via Mailchimp at mphnotices@gmail.com. Therefore, it was timely to review the associated contacts list to update current and relevant email addresses. Consideration was also given to those residents not on email who would rely on printed notices being hand delivered to their homes.

The website www.manatonparishhall.co.uk was to be reinstated and updated with new contact details and current information.

The email accounts were now set up for mphtreasury@gmail.com (finances) mphnotices@gmail.com (publicity and information) also, manatonbooking@gmail.com with shared access as required.

Kitchen

The committee had previously agreed to look to replace the coffee machine used for events at the hall. Sue had researched suitable machines and quoted various models and prices. The pod type model was preferred and the best option being Nespresso Zenius 2, priced at £399 (net) the milk frother at £78.33, the individual pods cost 32p each.

Members agreed and asked Sue to proceed with the purchase.

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Rebecca (employed to clean the hall) had provided a list of consumables to Sue, which were agreed for purchase. Sue was also to carry out a stock check.

Parish Council

Mary updated on behalf of the Parish Council. All was progressing as usual, with a new clerk appointed to their committee.

Following on from the talk by Ian Mortimer's (local historian and author) Mary confirmed that the related book was now available.

4. Planning of future events

Bookings

- Private booking - anniversary lunch (provisional) Weekend of 15th August
- A running event Saturday 3rd October.
- Harvest Festival Sunday 18th October.
- Craft Christmas Fair Saturday 14th November

Proposed events

- Global Food Evening January 2027
 - Film Evening
- "Cinema for All" also "A Year in Dartmoor " Wildlife Documentary to be looked into.

5. Any other business

a. Buildings and Ground Maintenance

Martyn would take on this task as he would make use of the leaves.

b. Key Code

The code to access the main door was agreed to leave as it is for now.

c. Hire rates

The committee agreed to review rates for regular block bookings. Katie was to advise that their rates would be reduced to £10 per hour.)

d. Lottery review

It was agreed to relaunch the lottery in the new year. This would be promoted more so in the village and on the hall's website as many locals were not aware of this. We suggested a subscription of £20 per year, with at least £100 prize money

e. Drinks stock for events (storage and management).

The inherited stock was stored at Maggie's home. An inventory was to be done and shared with members.

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f. Hire and loan of items

A page was to be included on the hire agreement form to include requests for items to be loaned out.

g. Vintage china crockery (storage)

We agreed to have a clear out of the storage areas in the hall (during the autumn) to make space for the vintage china storage boxes to be safely kept.

h. Market (signs and annual kitchen rota)

The committee were to reinstate the annual rota for volunteers to cover the kitchen duties at the monthly market. Maggie was to contact Graham Wilson to discuss this.

○ Post meeting note:

Maggie, Chrissy were to meet with Yvonne Crout to draft the rota for kitchen cover for the markets.

Date of next meeting: Wednesday 7th October 2026 at the Kestor Inn.

The meeting closed at 8:30pm

Chrissy O'Shea

Secretary, Manaton Parish Hall Management Committee

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