MANATON PARISH HALL COMMITTEE

Minutes of the meeting held on
Thursday 16th April 2026 at 7pm in the Parish Hall

Members present	
David Pirkis	Chair
Caroline Hart	Treasurer and Bookings Secretary
Chrissy O'Shea	Secretary
Representatives	
Mary Wylie	Manaton Parish Council (PC) Representative
Apologies	
Sally Walker	Lottery Member
In attendance (incoming members)	
Maggie Martin	
Shelagh Longly	
Martyn Longly	
Katie Higgins	
Sue Lewis	

1. Apologies
Apologies were noted as above.

2. Minutes
The minutes of the last meeting held 15th January 2026 were approved as an accurate record.

a) Matters arising

Parish Hall Hire Agreement

"Caroline had edited the version received from Devon Communities Together (DCT) which was agreed to be implemented."

It was noted that the updated Parish Hall Hire Agreement was still to be completed and implemented.

3. Finance Report

Quarter January to March 2026

Summary

Income	£4,447.20
Expenditure	£3,791.63
Surplus	**£655.57**

Bank & Savings Accounts as at 31st March 2026

Lloyds Bank Current Account	£2,557.77
Lloyds Bank Instant Access Savings Account	£2,848.11
Cambridge & Counties 6 Month Bond	£30,637.50
Hampshire Bank Instant Access Account	£10,061.32

The committee noted that a decision had to be made shortly, as the Cambridge & Counties Bank fixed rate bond matures on the 13th May 2026.

In handing over to the incoming treasurers, Caroline informed that the hall constitution requires a minimum of one year's expenditure to be held in reserves.

In line with committee's financial management guidelines the Lloyds Bank signatories will be the new Chair (Maggie Martin) and the incoming Treasurers (shared roles) Shelagh and Martyn Longly. Going forward there will be separate email accounts, with a shared log in. for committee members, however, in the meantime personal emails were to be used to notify of pending payments.

Income: January to March 2026
The quarter income is £4,447.20.

Regular Hire	615.00	585.00	40.00	1240.00
One Off Hire	165.00	100.00	85.00	350.00
Fundraising Events	2127.00	22.81	418.82	2568.63
Monthly Market	0.00	124.50	109.07	233.57
Lottery	5.00	0.00	50.00	55.00
Miscellaneous.	0.00	0.00	0.00	0.00
Income Total	**£2,912.00**	**£832.31**	**£702.89**	**£4,447.20**

The monthly market in January was run as a coffee morning hence no income.

Expenditure January to March 2026
Expenditure is £3791.63.

The annual insurance premium paid annually, falls into this quarter.

Expenditure	**January**	**February**	**March**	**Total**
Fund Raising Events	1006.84	63.79	45.00	1115.63
Monthly Market	0.00	0.00	0.00	0.00
Lottery Win Payments	0.00	0.00	57.50	57.50
Cleaning/Kitchen Supplies	230.00	0.00	235.00	465.00
Licences & Inspections	151.80	300.00	0.00	451.80
Building Maintenance	0.00	0.00	0.00	0.00
Electricity	188.53	0.00	192.87	381.40

Broadband	37.14	37.14	37.14	111.42
Water	44.41	0.00	0.00	44.41
Insurance	0.00	0.00	1157.48	1157.48
Miscellaneous	6.99	0.00	0.00	6.99
Expenditure Total	**£1,665.71**	**£400.93**	**£1,724.99**	**£3,791.63**

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

Cleaning
Rebecca Hughes works approximately 6 hours per month, her hours are recorded on the log and she lists any cleaning materials here too.

Kitchen
Sue had met with Catherine (Venn) to run through the kitchen matters including stock.

4. Bookings Report
Caroline ran through the bookings to date, highlighting the annual and one-off events.

- Plant sale & cream teas — Sunday 17th May.
- Anniversary lunch (provisional) — Weekend of 15th August
- A running event — Saturday 3rd October.
- Harvest Festival — Sunday 18th October.
- Craft Christmas Fair — Saturday 14th November

5. Planning of future events

Plant Sale & Cream Teas
Caroline shared that the Drewsteignton Annual Plant Sale (Saturday 29th April) was a busy and popular event and the organisers were happy for us to distribute leaflets to their customers for our event.

Monthly Market
There had previously been an annual rota drawn up for volunteers to run the kitchen and refreshments for the market days. This had not yet been done for this year, although the 19th May date was covered by Chris and Clare Butcher.

6. Publicity Report
The priorities for the new committee member in this role, were noted as

- Parish Hall's website (to be reinstated)
- email accounts for finances, bookings and publicity (to be set up with shared access)

7. Kitchen update
The routine tasks had been discussed (with Sue and Catherine and it was now found that there was no requirement to regularly read the fridge temperature (unless food was stored). The fridge

is switched off (at the plug socket) when not in use and therefore was to be switched on in good time ahead of an event.

8. Lottery Report

The lottery report as at March 2026 was summarised, which included handover notes for the committee. In Sally Walker's absence, Caroline presented the report.

The lottery is drawn every quarter at the end of March, June and September and December Tickets cost £5 each, which can be paid for in cash, BACS or by direct debit. From the money raised, half goes to the parish hall fund for the upkeep of the hall. The prize money is then allocated from the balance as two-sixths to the first prize and one-sixth to the second prize winner. The draw has been made using a random generator app typically at the relevant monthly market and results publicised via the hall email system.

The new committee were to consider how to run the lottery as the current system seemed to involve a lot of work for little return.

9. Hall maintenance

The roof and valleys in particular, were monitored and routinely cleared of leaves. The window cleaner contractor (Pete Hurst) attends four times per year and on two of these occasions clears the leaves.

10. Grounds maintenance

The grounds (area around the building, troughs and hanging baskets) were previously managed by the committee members (with an annual call for volunteers to help out).
The committee were informed that James and Sally Kidner had kindly offered to manage the grounds. Thanks were noted to James and Sally.

11. Any other business

a) Music Licence Annual Review

It was agreed to renew both the PRS (Performing Rights Society) for Music and PPL Phonographic Performance Limited licences, both of which are required to legally play music in public.

b) Key code (main door) access and management

It was good practice to change the key code approximately every 8 to 10 months. Caroline advised that this was now due and would handover the process to Katie (as incoming bookings manager) to manage this, with the list of people who were to be informed of the new code.

c) Drinks stock for events (storage and management)

There was a conversation about the storage of the drinks stock etc. which is provided for events in the hall. It was agreed for Caroline to hand this over to Maggie (with a list of all the stock) for storage in the interim.

d) Hire and loan of items.

The list of charges for items to be hired out, was to be shared by Caroline, although it should be noted that historically (in the spirit of Manaton cooperation) there had been no charge for the Show and Fair, St Winifred's Church or the cricket team.

One main point to note, was that the upholstered chairs (green and a few grey ones (the latter donated by the WI with arms)) cannot go out of the hall.

e) Vintage china crockery

It was proposed to select the best of the remaining china for the hall's use and to be kept in the store room. As the crockery was planned to be used at the plant sale, Caroline would hold them until then for a decision to be made following this.

f) Market Signs

The setting up and taking down of the various signs erected around the village had previously been part of Graham Wilson's role (as the manager of the market), David had recently been doing these. The committee were to consider this role going forward.

To note:

The committee room houses the cabinet for the 'Works of John Galsworthy (Manaton Edition)' books. The key for this cabinet was handed from Caroline to Chrissy (as Secretary) for safe keeping.

Date of next meeting

Agreed as Thursday 2nd July 2026 at 7pm in the Kestor Inn.
Chrissy was to circulate this to all committee members with a reminder nearer the time.

The meeting closed at 8:30pm

Chrissy O'Shea
Secretary, Manaton Parish Hall Management Committee