

Parish Centre Management Committee

Report – January 2007

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Bookings and Revenues

The revenues for both halls are summarised as follows. We are continuing to maintain our regular group bookings which is maintaining a regular revenue stream and our popularity as a children's party venue continues to keep the hall busy during weekends. The recent increase in baptisms has also been another opportunity for weekend bookings. We have had interest from two additional regular weekday groups – an ante natal class group and a heart patient pilates group, both of whom are looking to make regular bookings with us in 2007 so we are hopeful that the hall will continue to be busy during weekdays as well.

Premises

The following summarises some of the issues that have been dealt with within the premises:

- Broken exterior step – this was broken following a wedding however it was promptly repaired meaning minimal impact to hall users.
- We continue to have problems with one of the hot taps in the Parish Centre which has been repaired a couple of times. We will need to get this looked at once again
- The heating and radiators in St Joseph's hall were causing some problems prior to Christmas however the problems have now been repaired and new valves have been placed on the radiators.
- Decoration – the Parish Centre has now been completed and we are very pleased with the result. John Gavin is currently looking to schedule in the decoration of St Josephs hall however we will be using a different contractor for this work.

We are also looking to purchase new curtains for St Joseph's hall upon completion of the decoration. We are looking to install blinds similar to those in the parish centre. Quotes will be provided shortly.

Staffing

Our new caretaker, Mrs Kim Steggall, has been in place since the autumn now. She is a proactive local mother who has been working very well for us. She combines both the cleaning and caretaking role and is currently happy with the arrangement.

Weekend Open/Close Rota

The rota system that was implemented shall be continued and once again we would like to seek help and support from the Parish Council to minimise the impact on individuals. The dates we require assistance with are as follows:

10 th February	Open at 10.30am Close at 5.30pm
11 February	Open at 2.30pm Close at 5.30pm
18 February	Open at 9.30am Close at 3.30pm
11 March	Open at 11am Close at 6pm

As you can see there are few dates where we need help as we try to cover as many off ourselves as we can or organise for parties to be held back to back or we organise for keys to be entrusted. Please email Rosemary (rosemary.inskipp@virgin.net) and indicate which dates you are willing to assist with – Thank You..