



St Anne's Pastoral Parish Council Meeting Minutes

Meeting held: 23 Oct 2025 at 7:00pm in the Nagle Room, Parish Centre

In attendance: CO'N, SH, YR, GD, Fr G, MS

Item	Agenda Topics	Discussion/Actions	Person responsible	Date to be completed by
1.	Welcome and opening Prayer Apologies	YR welcomed everyone, and Fr. G led the opening prayer. Introductions followed. CU, TL, MR		
2.	Update: Bookings	Bookings report from SH - issues Identified and discussed: - Noise complaints: from loud music affecting other groups and neighbouring properties; no longer taking 'Zumba/exercise' class bookings that use amplified music. - Summer bookings: Consideration of increasing use of the Centre during quieter summer months through additional activities such as fringe events, summer schools, or workshops. - Booking system: Discussion about 'Hallmaster,' a subscription-based reservation and invoicing system that integrates with the Centre's website. Further research required to assess suitability and cost. - Marketing: Current promotion relies mainly on the website, word of mouth, and social media. Explore additional marketing opportunities to increase awareness. - Party bookings: One-off events generate additional administrative work. Research to be undertaken into local venue hire rates and facilities in Buxton to assess whether a price increase is appropriate.	SH CMC SH/MO'N CMC CO'N	Ongoing Ongoing Next CMC meeting Ongoing Next CMC meeting
	Maintenance	Significant maintenance work has now been completed. For any major issues that arise, a qualified tradesperson is consulted and engaged as needed. Hall - the hall floor has been adjusted, with a new external drain installed and the pointing renewed. Some further repairs or modifications to the windows will be necessary to prevent ongoing erosion of the pointing. It is hoped that ID will join the CMC to assist in overseeing future maintenance and repair activities.	CMC CMC	Ongoing

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		The volunteer group has not yet been called upon. The matter of storage was raised, with agreement that it should not be regarded as an automatic entitlement for all hiring groups		Next CMC meeting
3.	Finance	Please refer to the report circulated by MR: Letting income remains strong. Expenses reflect significant repairs and maintenance costs incurred so far this financial year. Key points to note: - The updated forecasts indicate that the Centre will need to draw on some of last year's surplus. - This is primarily due to the inclusion of substantial maintenance and repair expenses in the current forecast, as well as the impact of the 16% quota. Meeting to be arranged with the CMC and PPC accountants. **Letter from The Bingham Trust was passed to CMC and opened. The Trust has awarded £526.15 to help with the expenses for secondary windows and glazing.**	MR/PB/MS	End of Nov.
4.	Going forward – plans for the future	The potential employment of someone to manage hall bookings, invoicing, show rounds, and related administrative responsibilities was discussed. It was agreed that further investigation be undertaken into the 'Hallmaster' booking system to determine its effectiveness in supporting and streamlining these tasks. The CMC was also asked to share its experience and expertise with the NM and MB parishes regarding the management and operation of their parish halls. It was noted that a caretaker position will shortly become available at NM.	CMC Fr G/CMC	Next meeting When required
5.	Date of next meeting	Fr G closed the meeting with a prayer.		