

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 17<sup>th</sup> August 2016.

Present: Terry King (Chair), John Stainer (Vice Chair), David Ayre (Treasurer), Pete McGahran (Booking Clerk), Pat Williams, Tony Miller, David and Ronnie Maidment.

**1. Apologies for absence:** Andy Odell and Eric Nott.

**2. The Minutes** of the meeting held on 22<sup>nd</sup> June 2016 were agreed and signed.  
Thanks to Di McGahran for taking these Minutes.

**3. Treasurer's report:**

David Ayre provided a copy of the balance sheet as at 17<sup>th</sup> August 2016 to all Committee Members. Income for the period was £1,192.56 (bookings £1,119 Interest £1.06), Profit on Bottle Stall at Village Fayre £72.50. Expenditure was £659.93 (cleaning £584, stationery £2.18, South West Water £73.75). David is expecting £195.96 from Good Energy (Solar Panels) for the period end of March to early June.

**4. Matters arising from the minutes:**

- 4(b). Still awaiting a response from Western Power in respect of our claim for a one-off payment regarding electric pole and overhead wires.
- 9. Pearl Dean Development is going before North Devon Council Planning on 7<sup>th</sup> September.
- 10. It was noted that no Parish Councillors were present at the last meeting.

**5. Correspondence**

No correspondence.

**6. Hall Developments**

(a) Cleaning

Tony Miller (and Julia) carried out hall cleaning duties whilst NJ Oggiano was on holiday leave and made a number of observations:

- 1. Mop heads and buckets should be colour-coded to stop cross-contamination between various areas of the hall. Suggestions were:

Red – washroom and toilets

Blue – general areas

Green – Kitchen

White – to be destroyed after use

It was also thought a rack with clips and signage could be used for storing these mops along with colour-coded buckets.

Terry King to look at what is available at his next visit to Bookers.

- 2. Tony noticed that we appeared to be overstocked on some of our cleaning products and queried whether or not stock levels were being checked before re-ordering took place. It was suggested that we draw up a list of products held in stock showing recommended minimum stock levels which would then prompt a request to order when these levels were reached. Dave Maidment to produce a proposed stock check list for the next meeting.
- 3. Terry King will bring to the next meetin a cleaning schedule and check list.
- 4. Tony proposed the hall should have a “deep clean” over a set period of time (working party to be organised with dates to be agreed) along with a snagging list to be given to Barry Scobling for any works required.
- 5. Tony reported blocked drains and gutters. Pete McGahran to advise Barry Scobling.
- 6. The pedal bin in the kitchen is not working and needs replacing.

Many thanks to Tony and Julia for their spell of cleaning which was greatly appreciated.

- (b) Kitchen  
KJR finally supplied a drawing and quote for the new proposed kitchen. It was noted there were no sizes on the drawing and Terry King explained these were “starter” documents for comment. Terry is to ask KJR to add the kitchen size to the drawing and invite them to visit and provide more information along with equipment brochures.
- (c) Solar Park Grant  
Terry King has emailed Karen Bryant (Working Party) with an expression of interest to obtain grant money for the hall development.
- (d) 106 payment  
The Hall is registered with the North Devon District Council Planning for a ‘106 payment’ relating to the proposed Pearl Dean Development.

**7. Future events:**

- (a) Ferret Race – This has been arranged for 12<sup>th</sup> November 2016.
- (b) Rick Tucker evening – David Ayre to speak with Rick to see if he would perform at the Parish Hall at some time in the near future.
- (c) Horse race evening – it was agreed not pursue this event.
- (d) Quiz Night – to be organised for January 2016.

**8. Safeguarding Vulnerable Users Policy** – this is on-going.

**9. Proposed plans to entrance to Parish Hall**

As mentioned in matters arising, Pearl Dean Development is going before North Devon Planning Committee on 7<sup>th</sup> September.

**10. Parish Council**

It was noted that no Parish Councillors attended today’s meeting.

**11. Fire Extinguishers and First Aid Kits**

David Ayre checked prior to the meeting and they are all OK. Future meeting agendas to include checking of carbon monoxide alarms x 2.

**12. Any other business:**

- (a) Snooker table – Tony Miller is in contact with a third party, who is currently advertising the snooker table for sale, and will ask them to quote for breaking down, moving and re-assembling the table.
- (b) Central heating boiler – Pete McGahran will arrange for the boiler to be serviced.
- (c) Kitchen water boiler – we need to consider if a new boiler is needed.
- (d) Internet – Wild West, our internet service provider, has been taken over by Airband. The Hall has enjoyed a free internet service in return for allowing an antenna to be located on our building and Airband are happy to continue with this arrangement.
- (e) Hall Share Meeting – the last meeting was held on 5<sup>th</sup> July 2016 at Instow where some interesting discussions took place of which the following points were considered of interest:
  - i) Instow requires their Committee Members, who are in effect Trustees, to sign a declaration outlining their responsibilities of being a trustee. These declarations are held on record and updated yearly at the time of their AGM.
  - ii) It was noted that the Lady Chair of Instow Parish Council along with a Parish Councillor were present at this meeting.
  - iii) It was noted that all Parish Hall Trust Deeds were worded similarly.
  - iv) The next ‘Hall share meeting’ will be held at Burrington on 25<sup>th</sup> October 2016.
- (f) Valuation for rebuilding – David Ayre has received a questionnaire from Allied Westminster. Terry King to help complete.

**Next meeting will be held on Wednesday 14<sup>th</sup> September 2016 at 7.30pm**