

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 18th January 2017.

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

1. **Apologies for absence:** No apologies as all Committee members were present.
2. **The Minutes** of the meeting held on 23rd November 2016 were agreed and signed.
3. **Treasurer's report:**
 - David Ayre provided a copy of the balance sheet as at 18th January 2017 to all committee members. Income for the period was £2,551.23 (bookings £1,784, snooker £5, website £25, Ferret race profit £736.66, interest £0.57p). It was noted that this was two month's worth of bookings as there were none posted in time for the last meeting. Expenditure was £1,223.29 (cleaning £502, South West Water £54.54, Gas £146.35, Mops and buckets £134.94, Electrical work £191.42, Electricity £180.93).
 - We are waiting for a website fee from the Crown.
 - Confirmation received from our accountants that our end of year accounts were OK and signed off by Terry King, John Stainer and David Ayre.
 - The Parish Hall Charity return has been completed and submitted.
 - David Ayre provided the Trustee Eligibility Declaration form that was signed by Terry King and Andy Odell. This form has now been signed by all committee members.
 - The wayleave on the electrical pole is still on-going.
4. **Matters arising from the minutes:**
 - 3) Grass cutting – Wilf Adams who was responsible for the grass cutting has sadly passed away. It was considered that the time was not appropriate to approach the family to find out if alternative arrangements could be made. This is on-going.
 - 6) The 8 x 4 foldable snooker table has been received from Alison Worth.
 - 12) Out of date bar stock – John Stainer paid £14 for snacks and Tony Miller bought the stock of Boddingtons for £10.00. Rick Tucker may be interested in the Old Speckled Hen.
 - 14) Volunteer committee members tidied up the store room and under the stage.
5. **Correspondence**
 - TV Licensing – Terry King received a reminder about the Parish Hall's licensing arrangements. Whilst we have no television we still have to inform the Licensing Authority – David Maidment to action.
 - Discretionary Rate Relief – Terry King has received the appropriate application form which he will complete and return.
 - Overhead projector and screen – Andy Odell received an email from Jan Oades asking us for a copy of our minutes which showed we had agreed to cover the cost of electrical installation work (approved) and the safe storage and insurance arrangements. Safe storage was not considered a problem however, insurance may be an issue as this equipment would belong to a third party (i.e. the Gardening Club). David Ayre will investigate further with our insurers.
 - North Devon Council Food Hygiene Regulations – David Maidment had received a food hygiene form which needed completing. A draft completed form was sent to all committee members for comment. Whilst a number of committee members mentioned about cooking by the Parish Hall in the past this has not happened for a number of years and as such it was agreed by the committee to go along with the draft. David Maidment to submit completed form to NDC.

6. Hall Developments

- The Parish Hall approached nine builders to quote for the first of three phases being the kitchen. To date we had four builders show interest but have only received one quote. The remaining three builders are to be emailed with a deadline of 14th February 2017 with all quotes going to Terry King.
- Grant money – Terry King and John Stainer will be visiting the Solar Committee on Wednesday of next week with estimates of all works totalling £151,000 (kitchen £25,000 inc. VAT. New stage £20,000, removal of old stage £10,000, toilets £75,000 all of which are subject to VAT).
- It was agreed a building meeting would take place after the 14th February (actual date to be confirmed).
- Snooker table – still having problems with finding an interested party. If no offers are forthcoming, Terry King will arrange to remove the table at no cost.

7. Future events:

- (a) Quiz Night – Arranged for Saturday 28th January 2017 and will be run by Pat Williams and Carole King. Prizes - 6 bottles wine for winners and 6 bars of chocolate for best team name – David Ayre to buy. Raffle prizes are required. Posters have been put around the village, placed on the website and shown in the latest newsletter. Tickets and forms available from the Community shop. Sound system and tables to be set up at 2.30pm on the day of the event.
- (b) Rick Tucker evening – Booked for Saturday 11th March 2017. Doors open at 7.45pm, first session to start at 8.15pm to 9.15pm with a 30 minute break. Second session starts at 9.45pm and finishes at 10.45pm. David Ayre to confirm with Rick Tucker.
- (c) Clairvoyant – still on-going, Terry King to arrange.
- (d) Beetle Drive – still on-going.
- (e) Parish Hall 60th Year Celebrations – still on-going.
- (f) Ferret Race – John Stainer has provisionally booked Terry Moule for 11th November 2017.

8. **Safeguarding Vulnerable Users Policy** – this is on-going. Andy Odell to investigate National Policy for relevance to the Parish Hall.

9. Hall Share Meeting

The next hall share meeting is scheduled for Tuesday 24th January 2017 at Chittlehamholt Village Hall.

10. Cleaning

- Tony Miller carried out a spot check on 15th January and emailed all committee members with his findings and will advise Nicky accordingly. Nicky left a list of cleaning products that need to be purchased.
- Terry King suggested using sticky tape on the floor to create defined alleyways within the storeroom and will investigate further.
- National colour coding scheme for cleaning materials and equipment and caution hot water notices have been laminated and will be put up by David and Ronnie Maidment.

11. Business Rate Re-evaluation

David Ayre has reviewed the re-evaluation which was considered correct.

12. Bar Stocks

- Terry King provided an up to date bar stock list. New purchases to be considered at a later date in time for the Rick Tucker event.
- It was agreed that the whole committee would try off-load any out of date stock where possible.

13. Website

David and Ronnie Maidment circulated the latest Google Analytics report.

Quantity of hits	Past 12 months
7585	Sessions
4260	Users
22939	Page Views
41.32%	Bounce Rate
3188	Organic Searches
3.02	Pages/Session
 	
Quantity of hits	Past 30 days
1112	Sessions
932	Users
2337	Page Views
61.33%	Bounce Rate
773	Organic Searches
2.10	Pages/Session

14. Fire Extinguishers, Carbon Monoxide Alarms and First Aid Kits

David Ayre reported that all fire extinguishers, carbon monoxide alarms and first aid kits have been checked and were all OK.

15. Any other business:

- Tony Miller emailed all committee members with a proposed notice for the website and newsletter making villagers aware of the Parish Hall clean up that had taken place along with proposed building works.
- Health and Safety – David Ayre provided the latest policy documentation No 15 (November 2016) along with a risk assessment.

Next meeting will be held on Wednesday 22nd February 2017 at 7.30pm