

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 19th October 2016.

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

1. Apologies for absence: Tony Miller.

2. The Minutes of the meeting held on 14th September 2016 were agreed and signed.

3. Treasurer's report:

David Ayre provided a copy of the balance sheet as at 19th October 2016 to all Committee Members. Income for the period was £786.74 (bookings £536, WDPC ½ annual grant £250, Interest £0.74) Expenditure was £1369.86 (cleaning £242, Allied Westminster insurance £943.45, T King Cleaning materials £78.53, D Maidment litter bin £35.98, S Hiscock & Son boiler service £69.90)

David commented that these years Allied Westminster insurance premium was a couple of hundred pounds cheaper than last year and a new cover value has been set at £556250.

David is also working on the accounts for the AGM.

4. Matters arising from the minutes:

12 Cleaning - Terry King and Pete McGahran are still to go through the 'cleaning' check list.

12 (d) Gardening - John Stainer is still to do the general tidy up

5. Correspondence

No correspondence received

6. Hall Developments

Electrical supply

Terry King and Pete McGahran had a meeting with EMC about moving the electric fuse boxes from the back of the stage to the storeroom. Terry has since received a quote from EMC for £726 + VAT. All committee members were in agreement with this move. This cost would be addition to the previous quote received from EMC (£1647) for uprating the electrical supply and connecting to the new kitchen.

Kitchen

John Alexander (Architect) kindly visited the Parish Hall on 9th October to have a meeting with Committee members (TK, DA, TM, DM) to get an understanding of the latest design proposals. During this meeting John mentioned there was a problem with induction hobs and heart pacemakers. David Maidment checked up on the British Heart Foundations website and circulated a document to all Committee members that stated induction hobs could affect pacemaker from a distance of 2ft. It was immediately decided that this was a risk to possible users and as such should not be considered for the kitchen. We will now concentrate on an electrical ceramic hob arrangement. A number of the Committee members were surprised that KJR had not mentioned this to us when suggesting the use of induction cooking in the kitchen and it transpires they were also unaware of the issue themselves.

John, having acquainted himself with our latest proposals to the kitchen, stage, storeroom and toilets will produce further drawings and specifications that will enable us to obtain building quotes that can then be used for funding purposes.

On the 18th October John Stainer, Pete McGahran and David Maidment visited the Swimbridge Village Hall, in the main, to see their kitchen layout and to see if there were any good ideas for our kitchen. The majority of the kitchens electrical equipment (plate warmer,

fridge, freezer, dishwasher, bottle chiller, water boiler) and stainless steel cupboards, tables and sink had all been supplied by KJR. They have 2 x ceramic hob domestic SMEG cookers (1 x 900mm wide with 5 hobs and 1 x 600mm wide with 4 hobs). These cookers had met all their needs without any issues. Their kitchen usage is quite high as they hold a lot of wedding receptions. It was an impressive set up and we were very grateful to Julie Whitton for taking the time to show us around their premises.

John, Pete and David suggested that Terry King should try and get a copy of KJR's plans (Julie gave approval) for the Swimbridge kitchen. With this information JS/PM/DM will have another look at the WDPH kitchen to see if we could make further design improvements. This will be worked on next week.

7. Future events:

- (a) Ferret Race – This has been arranged for 12th November 2016. The Committee agreed same prices as last year i.e. £4 a ferret, £15 race sponsorship, 50p tote. Raffle, bar, tea/light refreshments to be provided.

John Stainer will give a 'flier' to Sue Carey (School Headmistress) at tomorrow's Village Forum and will also put a notice in the North Devon Journal. Terry King will include this event in October's edition of the Village newsletter as well arranging for fliers to be posted with the newsletter. He will also give a poster to the Crown Inn. David Maidment will put a poster on the Shop's noticeboard.

David Maidment + AN Other will operate the bar. David Ayre and Pat Williams will be on the door and will also operate the Raffle and Draw (will need 'donated' prizes). Terry King (Parish Hall stock) and Pete McGahran (Ex Harvest Festival stock) to liaise on what drinks are available. Terry to buy any drink that is needed.

Andy Odell + AN Other will operate the Tote.

Pete McGahran will buy refreshments (tea, coffee, biscuits, crisps, kit-kats): David Ayre may have some tea and coffee; he will check and advise Pete.

Barry Scobling to be contacted to see if he will auction the ferrets.

- (b) Rick Tucker evening – David Ayre has booked Rick Tucker for the 11th March 2017.
(c) Quiz Night – to be organised for 28th January 2017.
(d) Clairvoyant – Terry King still waiting to contact Susan Moule for availability.
(e) Beetle Drive – John Stainer proposed a Beetle Drive evening and it was suggested this could be coupled with a cheese and wine party. All members thought this would be a good idea and John will investigate further.

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

9. Planning for West Down Parish Hall AGM

The AGM has been arranged for 7.30pm on Wednesday 23rd November in Room 2000 (David Maidment to update the community website accordingly).

David Ayre will produce a Trustee Declaration form for signing at the next meeting (after AGM). The current committee are all willing to continue 'in office' providing there are no objections at the AGM. The Committee will continue to try and recruit new Committee members. John Stainer will raise an 'invitation to join' that will be given to people attending tomorrow's Village Forum.

10. Hall Share Meeting

The next hall share meeting is scheduled for 7.00pm on 24th October at Burrington Village Hall

11. Village Forum

The first meeting of the Village Forum will be on Thursday 20th October at 7.00 in the Parish Hall. All local organisations have been invited and also anyone else with ideas or contributions who may wish to join in.

12. Cleaning

To be reviewed when Tony Miller returns from holiday.

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

David Ayre has checked the fire extinguishers and the carbon monoxide alarms (all OK). David will check the first aid kit after the meeting.

12. Any other business:

John Stainer asked if a 'Star Trek' poster could be placed on the Parish Hall notice board. All were in agreement.

Next meeting will be held on Wednesday 23rd November 2016 immediately after the AGM that is scheduled for 7.30pm