

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 14th September 2016.

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

1. Apologies for absence: Andy Odell and Tony Miller.

2. The Minutes of the meeting held on 17th August 2016 were amended (Pat Williams pointed out that the 'profit on bottle stall' should read 'profit on bottle raffle'), agreed and signed.

3. Treasurer's report:

David Ayre provided a copy of the balance sheet as at 14th September 2016 to all Committee Members. Income for the period was £760.27 (bookings £531). Western Power Distribution Wayleave £11.92. Good Energy Solar Power payment £195.96 (not actually received but will come shortly via cheque). Expenditure was £443.88 (cleaning £172, stationery £4.49, British Gas £64.59. EDF Electric £82.80. Allied Westminster Insurance survey £120.

4. Matters arising from the minutes:

4 (9) The Pearl Dean Development went before North Devon Council Planning on 7th September and was unanimously approved.

6 (6) Pedal bin in kitchen is broken beyond repair. David Maidment to get cost of replacement.

12 (b) Pete McGahran reported that the central heating boiler has now been serviced.

5. Correspondence

David Ayre has received a letter from North Devon Council asking to hire the hall on the 4th May 2017 for Devon County Council elections and it was decided not to increase the hire charge.

6. Hall Developments

Kitchen

The Committee reviewed the latest KJR kitchen proposal based on the 'smaller' size kitchen. It was noted that item number 14 was missing from their plan and there was a question as to whether number 12 (wheeled table) was too big and may hamper working conditions.

David Ayre requested that we went through the latest kitchen layout to ensure everybody was clear of mind. It was noted an area to the right of the cooker was not numbered and this could be number 14 – this needs to be checked. After careful consideration the Committee, by majority, voted to go with the 'larger' size kitchen plan. It was still questioned whether number 12 was still too big and would have to be checked.

KJR have not given a firm quote for installation costs although they have said it would not be more than £1,000.

It was noted we would have to prepare the hall in advance of any work commencing.

Total cost, as it stands at the moment, is £7,099 (includes £1,000 installation plus 20% VAT) which equals £8,518 plus any building works and upgrading the electricity supply. Terry King has asked Western Power/EMC to update their quote.

Terry King suggested the possibility of using domestic cooker/hob appliances that could save up to £2,000.

Ronnie Maidment will be giving a demonstration on how an induction hob works at 4pm on the 19th September in the Parish Hall. KJR have provided a demonstration induction hob for the demonstration.

Terry King reported on his meeting with the Solar Farm Grant Working Party who were interested in finding out what sort of funding the Parish Hall would be looking for over the coming months. Terry, for his presentation, used 'Your Hall Your Call' document and John Alexander's plans both of which were used for the National Lottery application. The Working Party confirmed they wanted to support the Parish Hall but for 'a complete project' and it was mentioned that Fullerbrook CIC match funding might be available.

As there is a substantial amount of work in planning for the hall development, it was decided a strategy meeting would be held on 28th September at 7pm in Room 2000.

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.
- (b) Rick Tucker evening – David Ayre had spoken to Rick who was available to perform on Saturday 11th March 2017 at a cost of £140. Rick can supply his own posters. This event was agreed by the Committee. David Ayre to arrange and confirm.
- (c) Quiz Night – to be organised for January 2017.
- (d) Clairvoyant – Terry King to contact Susan Moule for availability.

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 has now been approved and Acorn Developments are actively looking at designs for the stone wall entrances to the Parish Hall.

10. Parish Hall Valuation for Rebuild

The cost to revalue was £120 which has already been paid to Allied Westminster. The suggested rebuild cost was £453,000 and we had a 25% promotional discount which increased the valuation of cover to £566,250. We also received a £21 refund on this year's premium.

11. Internet

Airband (new service provider) have now formalised agreements with a contract. A rider was added as the Parish Hall could not be responsible for neighbours' actions. David Ayre has agreed and signed the contract that will be returned to Airband.

12. Cleaning

Terry King brought to the meeting a copy of our existing cleaning schedule and he and Pete McGahran will go through the check list on 19th September. The checklist was last looked at between 6 and 12 months ago. For the future, a spot check will be done on an ad hoc basis at least once every two months.

As Tony Miller was not present at today's meeting, it was decided to review 6 (a) as per Minutes of 17th August, at the next meeting.

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

David Ayre checked prior to the meeting and they are all OK.

12. Any other business:

- (a) West Down Village Organisations – Carole King (Chairperson West Down Parish Council) would like to use the Parish Hall for a Forum with other village organisation members. It was agreed no charge would be applied for the next 12 months.

- (c) Parish Hall Decorations – Sarah Hiscock has booked the hall for a Secret Santa event on 17th December 2016. A Christmas tree would be provided for the event and we had been asked whether this should be positioned in the hall or left outside. It was unanimously agreed to have it left outside which would reduce any mess on the inside and could be appreciated by the rest of the village.
- (d) Gardening – the shrubs are becoming overgrown and Terry King will mention to Chris Facey that they need trimming. John Stainer offered to do a general tidy up.

Next meeting will be held on Wednesday 19th October 2016 at 7.30pm