

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 19<sup>th</sup> April 2017.

Present: Terry King (Chairman), John Stainer, David Ayre (Treasurer), Pete McGahran (Booking Clerk), David Maidment (Secretary), Ronnie Maidment, Tony Miller,

**1. Apologies for absence:** Andy Odell

The Committee wishes Pat Williams a speedy recovery after her sudden illness. A "get well" card was signed by all present.

**2. The Minutes** of the meeting held on 29<sup>th</sup> March 2017 were agreed and signed.

At the last meeting there was a discussion on how the minutes should be presented to the Committee. David Ayre and John Stainer asked various people at the last Hall Share meeting in Shirwell to find out how other Committees presented their minutes. It seems different committees have different ways of presenting their minutes but it was felt that we should settle on the following:

Notes are taken at the meeting, a draft set of minutes are produced and sent to the Chairman for checking and amending if necessary. These minutes are then circulated to the Committee in a draft format. These draft minutes are commented on at the next Committee meeting with any further amendments being handwritten onto the minutes before signing off in the normal manner.

**3. Treasurer's report:**

- David Ayre provided a copy of the balance sheet as at 19<sup>th</sup> April 2017 to all Committee members. Income for the period was £776 (bookings). Expenditure was £253.48 (£243.00 cleaning, £10.48 stationery).
- Terry King had received a letter from North Devon Council confirming the rate relief for the Parish Hall was 100% (i.e. nothing to pay). Terry passed the letter to David for safe keeping.

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

- (2) Procedure for taking minutes as mentioned above in (2).  
(15.1) David Ayre confirmed the offer of grant monies for Hall alternations from Mr Stoate was still available.

**5. Correspondence**

Rate relief letter from North Devon Council as referred to in (3) above.

**6. Hall Developments**

- Paul Swann (local builder) has been chosen by the Committee to carry out kitchen works and is due to start on 5<sup>th</sup> June 2017. He was very pleased to have been chosen.
- A meeting is to be held with Paul for final double checks and Terry King will give him various contact details (i.e. Paul Allen – KJR and electricians).
- A meeting was held on 18<sup>th</sup> April with Lorna Jones who is a professional fund raiser. It was agreed at the meeting by Terry King, John Stainer, David Ayre, Pete McGahran and David Maidment to engage Lorna's services on a daily charge rate of £150. There was an alternative rate of 10% of the project costs but this was not deemed value for money as a lot of work had already been completed when making the recent Lottery application.
- David Ayre offered to contact the District Council for funding. Terry King will supply David with all quotes received so far for the Parish Hall alterations.
- John Stainer will send Lottery application detail to Lorna Jones and Terry King will send plans and quotes.
- Terry King will make reference in the next Village Newsletter about current Hall developments.

- Terry King stated that we needed to finalise kitchen equipment costs and will contact Paul Allen at KJR for a final meeting, maybe next week.
- Lorna Jones mentioned that we could possibly make a significant saving on the portable stage and will advise us of an alternative source that had supplied various other Halls with staging that costs around £4,500. The current quote we have from Stage Systems is £18,476.40 including VAT although this may include extras not accounted for in the alternative.
- Lorna was given a rough cost for removing the current stage based on John Alexander's works specification sheet.
- Lorna had suggested that 106 Money and any Fullerbrook CIC money be used for the more expensive Phase 3 (toilets) part of the project with any other grant monies going on Phases 1 & 2.

## 7. Fundraising

As above.

## 8. Future Events

- Clairvoyant – Terry King to contact Susan Moule. Her initial 'helper' is no longer available but she has a couple of people in mind to help. The event will start at 7.30pm and will take place on the floor not the stage. We need a poster and Dave and Ronnie Maidment will do the bar.
- Beetle Drive – John Stainer to arrange. John suggested the evening would comprise of a number of games and a raffle. Costs were estimated at £3 a head with entrance fees of £6 for adults and £4 for children.
- Parish Hall 60<sup>th</sup> Year Celebrations – The actual anniversary date is 28<sup>th</sup> September 2017. Pete McGahran will advise on available dates on or around the 30<sup>th</sup> Sept. It was suggested this should be a free event and maybe include a band. Lorna Jones to be contacted for funding arrangements. Tony Miller thought the Parish Hall celebrations should be a separate event from the Beetle Drive which was agreed by the Committee.
- Ferret Race – John Stainer has provisionally booked Terry Moule for 11<sup>th</sup> November 2017 – further details to follow nearer the time – ongoing.
- Dave Edgcombe of North Devon Outstanding Natural Beauty has offered to do a slide show and talk regarding various past and present locations around North Devon/Cornwall at an estimated cost of £20. A selling price for tickets was mooted at £5 and event to take place sometime in October 2017 – ongoing.
- Village Fayre 9<sup>th</sup> July 2017 – arrangements to be made – ongoing.
- Big Breakfast – Lisa Squire to be approached for availability.

## 9. Safeguarding Vulnerable Users Policy

Email received from Andy Odell to say that he is working on a draft policy document which he hopes to send to Terry King next week.

## 10. Hall Share Meeting

David Ayre and John Stainer attended the Shirwell meeting. The next hall share meeting will be at West Anstey on 4<sup>th</sup> July 2017. David Ayre commented that there has been 5 years of Hall Share meetings.

## 11. Cleaning

Nothing to report.

## 12. Bar Stocks

As the Green Field did not use any of the Parish Hall's bar stock at the recent "Jose and the Hotdogs" event and as such our bar stocks are unchanged from last month.

## 13. Website

Nothing to report.

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

David Ayre still to check.

**15. Any other business:**

- John Stainer has phoned Stuart Bryant regarding the damaged wall and post to the entrance of the Parish Hall with a view to removing it at 10am on Saturday 22<sup>nd</sup> April. There will be no cost to the Parish Hall.
- Terry King noted that a forthcoming WI Meeting could encroach on the building works. If they cannot change their meeting date, the Hall can still be used with the bar offering kitchen facilities. Terry was also concerned that the General Election would happen at the same time as the building works, therefore the works may have to be stopped for a day or two to allow Polling.
- Grass cutting – David Ayre confirmed that Wilf's nephew did not want to cut the Parish Hall's grass full time. Josh Clarke had expressed an interest and David will speak to his parents regarding arrangements.

**Next meeting will be held on Wednesday 31<sup>st</sup> May 2017 at 7.30pm**