

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 22<sup>nd</sup> Feb 2017.

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

**1. Apologies for absence:** John Stainer (Vice Chairman)

**2. The Minutes** of the meeting held on 18<sup>th</sup> January 2017 were agreed and signed.

**3. Treasurer's report:**

- David Ayre provided a copy of the balance sheet as at 22<sup>nd</sup> Feb 2017 to all committee members. Income for the period was £888.16 (bookings £456, Quiz £432.16). Expenditure was £665.43 (cleaning £463, Thomas Westcott Accountants £151.20, Terry King Cleaning Materials £51.23).
- David Ayre showed to the Committee a set of end of year accounts that had been 'signed off' by our accountants, Thomas Westcott.
- David confirmed that we should keep all accounts and vouchers for up to a minimum of 6 years.
- David Maidment queried if the Crown Inn had made their website payment. David Ayre is waiting to see if it is on the next bank statement.
- David Ayre has been advised that we will be receiving a solar panel payment of £110.80 from Good Energy. David also commented that we will have received a total of £632.69 for approximately one year's worth of solar panel payments for an outlay of £774 for the additional solar panel.

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

- (10) Terry King has bought sticky tape for creating defined alleyways in the storeroom. David and Ronnie Maidment have laminated and put up cleaning materials/equipment and caution hot water notices in various areas of the Parish Hall.
- (5) David Maidment has informed the TV Licensing Authority that the Parish Hall does not have a television. David Maidment has completed the Food Hygiene form (in terms as discussed at last PH Committee meeting) which has been sent off to the North Devon Council Food Hygiene Department. Terry King has been completed the Discretionary Rate Relief for and returned to NDC. Andy Odell advised that the overhead projector and screen for the Gardening Club/WI funded by the Solar Farm Park grant money have been ordered.
- (3) David Ayre advised that there was still no decision on the electrical pole wayleave due to a backlog of up to 18 months.
- (9) David Ayre attended the Village Hall meeting at Chittlehamholt – there was a good turnout with various topics discussed but nothing of significance to West Down Parish Hall.

**5. Correspondence**

- David Ayre has received a request from NDC to book the Hall on 4<sup>th</sup> May 2017 for the County Council Elections. Pete McGahran made a note of the booking.

**6. Hall Developments**

- Quotes now received for kitchen works;  
Stuart Swann (KJR) - £12,540  
P&P Property Services (Paul Swann) - £10,110  
P Barnard Building Services - £4,407 (does not cover all required alterations)  
John Copp - £15,000 (initially verbal, confirmed on email)

Only Stuart Swann and P&P Property Services were considered as P Barnard had not quoted for all the required works and John Copp was considered too expensive. Meetings will be held on 18<sup>th</sup> February (P Swann) and 22<sup>nd</sup> February (S Swann) to check over specifications and reconfirm prices. A decision would be made once quotes had been re-confirmed.

- Terry King advised that Stuart Swann's payment would be through KJR whose payment terms are 20% deposit, 50% on completion and 30% 30 days.
- It was agreed to get the second phase electrical supply installation on the go (proposed by Terry King, seconded by David Maidment and all Committee members were in agreement). Terry King to ring EMC on 23<sup>rd</sup> February.
- Terry King and John Stainer met with the Solar Grant Working Party on 25<sup>th</sup> January to discuss our proposed grant requirements. Rough costing's were discussed and a verbal offer of £10,000/£12,000 in grant aid was made. At the subsequent Parish Council Meeting, Karen Bryant made a proposal to the Parish Council Committee who approved a payment of £12,000. David Maidment to send a letter of thanks to David Lewis, Clerk to the Parish Council.
- Terry King made the committee aware that more funding was required and a meeting had been arranged with Lynne Winter (North Devon Voluntary Service) on Tuesday 28<sup>th</sup> February at 3.45pm who would advise on fund raising..
- A special heading for 'Fund Raising' to be added to future Agendas.

#### **7. Future events:**

- (a) Rick Tucker evening Saturday 11<sup>th</sup> March 2017 – Posters have been placed around the Village (hall, shop, lampposts, shop newsletter, various local journals, North Devon Journal, The Crown Inn and Facebook).  
30 tickets already sold by the shop so we are expecting a good turnout. Rick Tucker has agreed that his first set will be 8.15pm to 9.15pm and the second set 9.45pm to 10.45pm. Hall needs to be set up with tables and chairs at 2.30pm on the day of the event. Bar to be run by David and Ronnie Maidment. David Ayre will supply tea, coffee and crisps and David Maidment to research cakes.  
Prizes required for raffle.
- (b) Clairvoyant – Terry King has booked Susan Moule, who lives in Barnstaple, plus a friend for the Saturday 13<sup>th</sup> May 2017 at a cost of £250. Times to be agreed.
- (c) Beetle Drive – still on-going. John Stainer to arrange.
- (d) Parish Hall 60<sup>th</sup> Year Celebrations – still on-going. The actual anniversary date is 28<sup>th</sup> September 2017.
- (e) Ferret Race – John Stainer has provisionally booked Terry Moule for 11<sup>th</sup> November 2017.
- (f) Dave Edgecombe 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. Event to take place sometime in October 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 will be at Shirwell sometime in April 2017, date to be confirmed.

#### **10. Cleaning**

It was reported that we had run out of dishwasher cleaning liquid, Terry King to replace.

**11. Bar Stocks**

- The following products are now out of date; 9 cans Carling, 20 cans Tetley, 9 cans diet coke, 8 cans Rio tropical. All of these are to be disposed of.
- For the Rick Tucker evening it was agreed to purchase 2 trays of Fosters, 1 tray of Old Speckled Hen, 2 trays of Stowford Press, 1 tray of coke and 2 1ltr orange juice and a small pack of tonic water mixers.

**12. Website**

Nothing to report.

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

David Ayre reported that all fire extinguishers and first aid kits have been checked and were OK. Carbon monoxide alarms to be checked.

**15. Any other business:**

- The Post Office is in jeopardy as Kerry is leaving and Colin is not keen to carry on. A suggestion was made to him to advertise the position.

**Next meeting will be held on Wednesday 29<sup>th</sup> March 2017 at 7.30pm**