

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 29th March 2017.

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

- 1. Apologies for absence:** Pat Williams, Ronnie Maidment
- 2. The Minutes** of the meeting held on 22nd February 2017 were agreed and signed.

There was a discussion about how the minutes of our meetings should be presented to the Committee.

The Secretary currently produces the Minutes using the help of notes taken at the time of the meeting. For the sake of expediency and accuracy he then distributes a typed draft copy to all Committee members for comments whereupon amendments can be made. If any proposed changes seemed wrong then the Secretary would discuss the matter further with the Chairman. An updated 'final' copy of the Minutes is then distributed a few days before the next Committee meeting along with a Meeting Agenda.

Pete McGahran considered this method was inappropriate procedure as the Secretary could be incorrectly influenced by a committee member thus not giving a true record of the meeting and as such no draft should be made available before the next meeting with any changes being done at the next meeting. This being the case the Secretary pointed out that this will only add time to an already lengthy meeting. In any case, if there were any errors surely these would be detected when other members of the Committee read them before the signing takes place. For the time being it was suggested that the Secretary would send a draft to the Chairman who would advise on any errors. David Ayre kindly offered to discuss this procedure with other Parish Halls at the next Hall Share meeting.

3. Treasurer's report:

- David Ayre provided a copy of the balance sheet as at 29th March 2017 to all committee members. Income for the period was £13219.05 (Solar Park Grant £12000, Bookings £306, Good Energy £110.80, Website fees £50, Profit from Rick Tucker event £752.11). Expenditure was £675.47 (Cleaning £278, Dishwasher liquid £25.70, British Gas £182.53, EDF Energy £136.77, Bar Stock written down £52.47)
- David Ayre made a special mention about the Rick Tucker event held on the 11th March with it being an outstanding success. The profit from the whole evening was £752.11 helped by a bar profit of £280.75 from takings of £482.50.

4. Matters arising from the minutes:

- (3) David Maidment reported that he had collected the outstanding web site fee of £25 from the Crown.
- (4) Andy Odell reported that the screen for the new Gardening Club/ WI overhead projector had been installed and the projector will be installed shortly.
- (15) Good news – Colin has found a replacement for Kerry to run the Post Office in the Parish Hall.

5. Correspondence – no correspondence received.

6. Hall Developments

- Terry King has asked EMC to proceed with installing the Phase 2 electrical supply. The cost has increased by £80.

Builders – Terry has now received confirmation from the two chosen builders that the flooring had been included for in their original quotes. However, Paul Swann had not included the plastic wall covering and has since quoted an additional £665.

Terry provided a breakdown of their costs. Stuart Swan (KJR) totalled £12,540 and Paul Swann totalled £11,927.

We still need to add costs for two roller shutters....Terry has a quote for a shutter to the main hall of between £600 to £700....an assumption was made that a second, smaller shutter to the servery would cost no more therefore the cost for two shutters would be around £1,200 to £1,400. We also need a cost for relocating two radiators. Terry had contacted John Hiscock and is still awaiting a quote. It was thought this would cost around £200.

John Stainer asked if Terry would produce a typed up 'full' costing sheet which could then be used to assist with funding arrangements.

- Despite the £12,000 received from the Solar Park Grant we do not have enough money to complete phase 1 of our plans although, as previously reported, EMC are arranging the Phase 2 electrical supply.
- A meeting is to be arranged with Lorna Jones Funding to discuss ways of funding.
- Pete McGarahan voiced his concern that we would overshoot a summer target date for the works to begin. The summer period is not so busy for bookings and as such is an ideal time. Any delays will almost certainly impinge on bookings in the busier periods towards autumn and the end of the year.
- A separate meeting to discuss Building and Funding has been arranged for Thursday 6th April at 7.00pm – Room 2000. All Committee members are welcome.
- As there has been no interest in the snooker table it was agreed Terry King would have the table at no costs providing he covers all removal costs.....there should be no cost to the Parish Hall whatsoever. All present agreed.

7. Fundraising

To be discussed at meeting on 6th April.

8. Future Events

- (a) Clairvoyant – Terry King has booked Susan Moule, who lives in Barnstaple, plus a friend for the Saturday 13th May 2017 at a cost of £250. Times to be agreed – ongoing.
- (b) Beetle Drive – John Stainer to arrange for autumn time (September) – ongoing.
- (c) Parish Hall 60th Year Celebrations – The actual anniversary date is 28th September 2017 which could be incorporated with Beetle Drive. It was suggested we produce a booklet for the Village (as in previous years of celebration) – ongoing.
- (d) Ferret Race – John Stainer has provisionally booked Terry Moule for 11th November 2017 – further details to follow nearer the time.
- (e) 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 and event to take place sometime in October 2017.
- (f) Village Fayre 9th July 2017 – arrangements to be made.

9. Safeguarding Vulnerable Users Policy

Andy Odell has started to draft a policy based on guidance issued to churches by the Exeter Diocese. Andy has raised four important questions:

- (1) The process we wish to adopt on the reporting of an allegation/ incident.
- (2) The role of the appointed Safeguarding Officer.
- (3) The role of the Chairman of the Committee.
- (4) What additional support we can call on should it be needed (short of a direct report to the police).

All points were discussed giving Andy various ideas for producing a final policy that is ongoing.

10. Hall Share Meeting

The next hall share meeting will be at Shirwell on Monday 3rd April 2017 at 7pm. David Ayre will attend.

11. Cleaning

Nothing to report.

12. Bar Stocks

- Terry King provided a copy of bar stocks after the Rick Tucker event. Our stocks are now very low with nothing falling out of date in the near future.
- David Maidment suggested using branded wines which might appeal to customers rather than one off purchases of an unbranded product. Pete McGahran thought that customers may be put off by branded wine. Terry King said a decision can be made at the time of purchasing.

13. Website

Nothing to report.

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

David Ayre unable to check before today's meeting, it will be done between now and the next Committee meeting.

15. Any other business:

- David Ayre had received an email from Mr Stoate pressing us for information on Hall Developments. We stand to lose £500 if we do not make up our minds soon. David is trying to keep him on board.
- David Ayre received some feedback from a hall user who was upset that the stage was going to be removed.
- Andy Odell advised that his availability for Committee work will be greatly reduced due to other personal commitments. He will assist where possible.
- John Stainer referred to the 'Jose & the Hotdogs' events on 15th April and asked if it would be OK to use the Hall's bar licence. This wouldn't be a problem as there will be a number of Committee members present. David Maidment asked whether or not some of the Parish Hall's bar stock could be used for this event. John Stainer to consider.

Next meeting will be held on Wednesday 19th April 2017 at 7.30pm