

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 30<sup>th</sup> August 2017.

Present: Terry King (Chairman), John Stainer, David Ayre (Treasurer), Pete McGahran (Booking Clerk), David Maidment (Secretary), Pippa Stafford (WI), Keith Oades (PC), Eric Nott and Ronnie Maidment.

Keith Oades (representing the Parish Council) has joined our management committee and received a warm welcome.

1. **Apologies for absence:** Pat Williams and Tony Miller.
2. **The Minutes** of the meeting held on 26<sup>th</sup> July 2017 were agreed and signed.
3. **Treasurer's report:**
  - David Ayre provided a copy of the balance sheet as at 30<sup>th</sup> August 2017 to all Committee members. Income for the period was £6,199.25 - bookings £489, North Devon Council Grant £500, Fullabrook CIC Grant £5,000, Good Energy Solar Panel payment £210.25. Expenditure was £7,350.59 - Cleaning £390 (Nicky Oggiano £330, Mrs Tucker £60), South West Water £90.73, HBH Woolacotts final payment (cookers) £2,000, KJR final payment (kitchen) £4,686.46, D Maidment (drainer) £8, P McGahran (stationery) £5.40, B Scobling (clean and polish floor) £170.
  - The old gas cooker was sold on Ebay and payment has been received. Ronnie Maidment to transfer £96.40 into the Parish Hall account.
  - Ronnie Maidment has purchased face paints (60<sup>th</sup> Anniversary) totalling £17.98. Receipt given to David Ayre for reimbursement.
  - David Ayre has a new bank mandate that has to be completed and signed by Terry King and David Maidment to enable them to become signatories.
  - Saucepans for the new kitchen have been ordered by David Maidment from Ikea for £93.50. Awaiting delivery.
4. **Matters arising from the minutes:**
  7. David Maidment has received the metal linking plates for the portable staging which he showed to the committee. A decision to be made at a later date as to whether we go metal or plastic.
  8. John Stainer mentioned that Section 106 papers (Pearl Dean Development) had been signed by North Devon District Council.
  12. David Maidment and John Stainer have painted the storeroom.
5. **Correspondence**

None.
6. **Hall Developments**
  - KJR stainless steel cupboard in the kitchen – latch and door issues resolved but still awaiting a new shelf (a replacement shelf had been received but this was also damaged). Spare feet for cabinet in storeroom and dishwasher stand have also been received.
  - Spare bench in the kitchen has been taken back to the storeroom and will be used as and when required.
  - Still awaiting invoice from R Willis for central heating work.
  - Awaiting new shutters from Alchemy – imminent.
  - EMC has now completed all outstanding work in the kitchen. Two invoices have been received and checked and are OK. Costs were slightly less as they did not have to wire in the cookers. First invoice (electrical supply to Hall) is for £2,500.80 of which we have paid £2,072.40. David Ayre was asked to pay the balance of £428.40. Second invoice (kitchen

and servery) is for £2,430.30. Terry King has asked EMC if this could be reduced – awaiting response.

- Quote for EMC for electric works to new stage does not seem complete as fluorescent lights and wiring of screen are not mentioned....Terry King to query.
- Cost for electrical works so far by EMC has exceeded the bugetet. Original costs were thought to be around £3,400 whereas actual costs are £5,000. The excess should be covered by contingency.
- The electrical meter is due to be upgraded by EDF on 7<sup>th</sup> September and Terry King has told EMC to be present. Terry will try and minimise the amount of time EMC will be on sight to reduce costs.

## 7. Fund Raising

- Grant applications for Phase 2 (removal of existing stage to be replaced by portable stage) is ongoing.

## 8. Future Events

(a) Beetle Drive – to be considered for February 2018.

(b) Parish Hall 60<sup>th</sup> Year Celebrations 7<sup>th</sup> October

- Unfortunately we have not been able to find out what arrangements, if any, have been agreed by Tony Miller due to adverse family circumstances. John Stainer tried to make contact but without success. John will now contact Jose and the Hot Dogs, The Whiddon Valley Fryer and a Bouncy Castle provider.
- Hall users (karate, line dancers and Morris dancers) are still to be contacted to see if they would be interested in providing a display.
- Margaret Thomas will be able to display old hall photos and memorabilia.
- Carole King will approach the West Down Primary School to see if they can help out.
- The Community Field marquee is available to use.
- Dave and Ronnie Maidment are organising for children’s face painting.
- Andy Odell has offered to produce a booklet with David Ayre and John Stainer to investigate costs for producing 100/200 booklets.
- Pippa Stafford confirmed the WI were OK to produce supply teas and light refreshments between 2.30pm – 4.30pm
- David Ayre confirmed he would run the raffle.
- Advertising posters and flyers are still to be arranged.
- It was agreed another meeting would be arranged in around 2 weeks’ time to start ‘firming’ up arrangements.

(c) Ferret Race – Booked for 11<sup>th</sup> November 2017. John Stainer to arrange sponsors.

(d) Dave Edgecombe of North Devon Outstanding Natural Beauty. Terry King has spoken to Dave and he will be available from mid October 2017 onwards. A provisional date of February 2018 was thought to be the best time. Terry King to arrange.

(e) Rick Tucker – David Ayre has spoken to Rick and will book him either for 1<sup>st</sup> or 2<sup>nd</sup> Saturday in March 2018.

(f) Big Breakfast – Terry King still waiting for Lisa Squire to respond.

## 9. Safeguarding Policy

Waiting on Andy Odell to complete.

**10. Hall Share**

The next Hall Share meeting (5<sup>th</sup> Anniversary) to be held at Filleigh, Barnstaple on (provisionally) Monday 13<sup>th</sup> November 2107..

**11. Cleaning**

Terry King has purchased some Hobrite and scraper for the new cooker hobs. Terry will discuss with Nicky Oggiano about cleaning the hobs after functions.

**12. Bar stocks**

Whilst there is no change in bar stocks, Terry King pointed out that the Fosters lager (cost £25.65) will be out of date on 30<sup>th</sup> September... will try and find someone to buy.

**13. Website**

Nothing to report and new website is ongoing.

**14. Fire extinguishers, First Aid Kit and Carbon Monoxide Alarms**

David Ayre has AFS to carry out a survey on fire protection. David Ayre to check extinguisher and CO alarm after tonight's meeting.

**15. Booking Clerk Position**

- At the last meeting Pete McGahran said that he would be retiring from this position and the management committee at the AGM in November. Pete's duties are as follows: taking bookings, raising invoices, collecting money, providing keys, providing list of hall users to cleaner, showing hall to prospective customers.
- It was acknowledged that it will be very difficult to find a replacement for Pete and committee members were asked to come up with suggestions for the next meeting.

**16. Any Other Business**

- John Stainer to look at dishwasher shelf.
- Ronnie Maidment to produce an itinerary of kitchen cupboard contents.
- Eric Nott took the opportunity to announce his retirement from the committee at the AGM in November. Eric has been on the committee since 1957.

**17. Date of next meeting**

27<sup>th</sup> September 2017 at 7.30pm in Room 2000.

Meeting closed at 9.40pm.