

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 26th July 2017.

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

Pippa Stafford (representing the WI) received a warm welcome.

Pete McGahran announced that he would be retiring from the committee and his responsibilities as Booking Clerk at the next AGM which is due in November.

1. Apologies for absence: Pat Williams and Eric Nott

2. The Minutes of the meeting held on 28th June 2017 were agreed and signed.

3. Treasurer's report:

- David Ayre provided a copy of the balance sheet as at 26th July 2017 to all Committee members. Income for the period was £564.15 (bookings £438, profit on raffle at Village Fayre £106, donation £20 and bank interest £0.15). Expenditure was £5,899.63 (Cleaning £223, EDF Energy electric £106.63, P A Swann (kitchen) final payment £5,570.
- David Maidment gave an HBH invoice for £2,000 (kitchen cookers/extraction hood) – committee gave approval to pay.
- Invoice from KJR for work to kitchen and appliances £6,786.46 of which £2,100 had already been paid. Therefore amount of £4,686.46 is correct and has been approved by the committee to pay but David Ayre to mention 3 problems that need resolving, i.e. cupboard shelf, door-catch and sticking door.
- We are still awaiting an invoice from EMC (electrics) and R Willis (plumbing) for work to kitchen and an invoice has been received from P Swann which includes additional works carried out.

4. Matters arising from the minutes:

4(19). Recruitment of new committee members, missed by Terry King on last newsletter, to be included in this month's edition.

7. We did not get the Comic Relief grant as no money was available.

5. Correspondence

KJR and P Swann invoices received as per Treasurer's report.

6. Kitchen Layout

- Various suggestions were made regarding the kitchen layout. The table by small hatch could be replaced by cupboard (currently in storeroom) once new feet have been received. Table could then be fitted with castors for ease of use – ongoing.
- Height of dishwasher to be reduced or shelf to be added. Pippa Stafford and Ronnie Maidment felt that adding a shelf to the lower frame would be best. To be considered by John Stainer.
- An observation made a lady from Marwood felt that the sink needed an additional draining board. Ronnie Maidment suggested a draining rack for the second sink as an alternative and will purchase.

7. Hall Developments

- Terry King received an invoice from Paul Swann covering the original cost of £8,110 plus extras of plastic walls £665, white work tops (counters) £230, cooker hood installation £345,

water heater steam overflow £215, make good flooring £225 and £280 for other items making a total of £10,070. This extra should be covered by contingency provisions.

- Still awaiting invoices from EMC (electrics) and R Willis (central heating).
- Shutter doors have been quoted for and are to be fitted. Small shutter to servery £499 and large shutter £667 = £1,166 plus VAT = £1,399.20 (budgeted £1,300).
- John Stainer was not happy with some of the work carried out by EMC, i.e. position of cooker hood switch, wall water heater switch, dishwasher switch and water heater switch. Also labelling of all switches is still to be done and the switch for the outside light had been covered. John felt EMC's bill, when received, should be scrutinised.
- EMC to tell Western Power who in turn should tell EDF about the fitting of the new electric meter.
- David Ayre to advise our insurance company that the kitchen project is still not complete.
- Stage – quotes have been made for removal of the stage. Nathan Hammett £8,420, R Willis (plumbing) £385, £650 for window but are still awaiting quote from EMC. A quote has been received from Modular Stage Systems, based on the Marwood Hall stage, of £4,415 plus VAT. A decision needs to be made on whether or not steel or plastic links are used on the stage frames. Samples received of plastic links awaiting samples of steel links.

8. Fund Raising

- John Stainer mentioned that there is no obligation from the developers of Pearl Dean development to pay any '106' money until the sixth building is sold or let.
- The '106' money is expected to be around £66,000 shared between the Community Field and Parish Hall.
- Terry King reported that the Parish Council were questioning whether '106' money from various Mullacott Cross developments should come to West Down (rather than Ilfracombe) as they would be within the West Down Parish boundaries.
- John Stainer to discuss with Lorna Jones about £10,000 fund raising from the Lottery.

9. Future Events

- (a) Beetle Drive – to be considered for February 2018.
- (b) Parish Hall 60th Year Celebrations 7th October – Tony Miller asked about funding after doing some research on costs. Hog Roast around £400. A 20' x 30' marquee including flooring inside would be around £600. As we are not sure about funding at the moment, other suggestions were Whiddon Valley Fish and Chips instead of the Hog Roast (Tony Miller to investigate) and using John Stainer's marquee instead of hiring.

Jose and the Hot Dogs were available to play in the evening from 6pm to 9pm for maybe a small donation? – Tony Miller to investigate.

Various times for the event to take place were discussed and it was felt 2pm start would be best and finishing after Jose and the Hot Dogs.

Pippa Stafford was asked if the WI might provide an afternoon tea.

Other attractions would be a bouncy castle, treasure hunt and maybe an Open Mic Night.

Ronnie Maidment suggested a separate committee meeting to finalise this event which was arranged Wednesday 23rd August at 7pm.

- (c) Ferret Race – Booked for 11th November 2017 – further details to follow nearer the time.
- (d) Dave Edgecombe of North Devon Outstanding Natural Beauty. Terry King still to arrange for October 2017.

(e) Rick Tucker – David Ayre still to discuss with Rick an event for March 2018.

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

10. Safeguarding Policy

Waiting on Andy Odell to complete. It was felt that this policy should be in a word format document to allow future editing and would be kept by the Chairman.

11. Hall Share

- David Ayre went to the Hall Share meeting on the 4th July at West Anstey. Nothing to report apart from Martin Rich's 'Love Devon' yearly publication which is available monthly online. This was to do with raising funds for loans.
- The next Hall Share meeting (5th Anniversary) to be held at Filleigh, Barnstaple.

12. Cleaning

- Nothing to report however John Stainer suggested a regime for cleaning the kitchen on a quarterly basis.
- David Maidment and John Stainer to paint the storeroom wall and arrange cupboards this coming Saturday 10.15am.
- David Ayre has arranged for Kirsty to provide cleaning cover whilst Nicky is away on holiday.

13. Bar stocks

No change.

14. Website

Ronnie Maidment and Gail Mistlin are investigating a new contemporary interactive styled website which will be easier to maintain than the current site. David Maidment to contact James Godfrey and discuss.

15. Fire extinguishers, First Aid Kit and Carbon Monoxide Alarms

Due to kitchen works David Ayre has not been able to do his usual monthly checks and will do these in time for the next meeting. First Aid kit to be put in the kitchen.

16. Recruitment of new Committee members

Terry King still to appeal in next village newsletter.

17. Any Other Business

- David Ayre has been investigating online banking and needed suggestions for signatories on a new banking mandate as the current mandate includes Margaret Thomas, Eric Nott and Pete McGahran who are not, or will not be, active committee members. It was decided Terry King and David Maidment would be new signatories.
- The WI could not get the overhead projector working at their recent meeting due to lack of instructions. Terry King to discuss with Andy Odell as Andy set up the system.

18. Date of next meeting

30th August 2017 at 7.30pm in Room 2000.

Meeting closed at 9.45 pm.