

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 28th June 2017.

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

1. Apologies for absence: Pat Williams, Eric Nott

2. The Minutes of the meeting held on 31st May 2017 were agreed and signed.

3. Treasurer's report:

- David Ayre provided a copy of the balance sheet as at 28th June 2017 to all Committee members.

Income for the period was £788 (bookings £763, Website fee £25).

Expenditure was £9,022.92 (Cleaning £234, Cleaning materials £38.84, British Gas £95.42, Insurance refund £17.74 credit, KJR £2,100*, EMC £2,072.40*, PA Swann £4,500*)

* Kitchen refurbishment.

- David Ayre has applied for online banking – waiting for response from bank.

4. Matters arising from the minutes:

(4) David Maidment asked if we can add hedge cutting (inside and outside the Parish Hall perimeter) to the gardener's remit. This will be considered once current refurbishment works are completed.

(16) Buttercombe internet user advised of possible interruptions whilst refurbishment works are ongoing.

(19) Recruitment of new Committee members in village newsletter – missed by Terry King, will include in next month's edition.

5. Correspondence

Terry King had a letter from Fullerbrook CIC regarding proposal for £5,000 grant money to be used on the Parish Hall refurbishment programme.

6. Hall Developments

- Kitchen and servery refurbishments moving on well and on time. KJR fitting out on Monday 3rd July and SMEG appliances being delivered on Tuesday 4th July. Thanks to Peter McGahran for his daily progress checks.
- Income loss due to works has been minimal (1 x Art class).
- Hatchway shutters have been measured up but there is a query to the small servery shutter where the aperture could be too small for the current supplier.
- Terry King is going in every day to discuss any issues with contractors.
- Counters, kitchen servery and bar are all being standardised in a white laminate.
- EMC costs budgeted at £3,328 - hoping it will come in on budget.
- Radiator budget costs are up from £276 to £340.
- John Stainer asked for a full kitchen cost that can be passed on to Lorna Jones to help with fundraising. We also need EMC quotes and kitchen and stage. Nathan Hammett has estimated £8,421 with £1,500 contingency for removing the stage and making good and if we need a new UPVC window, this will cost £650.
- John Stainer suggested it would be nice to have the kitchen and stage ready for the Parish Hall 60th Anniversary but if was felt that this would not be possible due to time constraints.
- It was hoped the kitchen costs would come within budget.
- New electricity meter – EMC to advise Western Power to arrange with EDF – no date agreed as of yet.
- KJR dimensional errors on their quote have been resolved by David Maidment.

- The Moorwood Vulcan cooker was put on Ebay at £150 but unfortunately did not sell. It was agreed to relist at £100 (auction).
- Thanks to Committee members for clearing out the storage area.

7. Fund Raising

- A letter of 'offer' has been received from Fullerbrook CIC for £5,000 to be used for the kitchen and stage refurbishment programmes. Terry King to complete terms and conditions that were approved by the Committee. Mention of this grant has already been shown in the latest village newsletter. A letter of thanks to be sent to Fullerbrook CIC.
- No news on Comic Relief grant – work in progress.
- £500 North Devon Council grant has been agreed – to be claimed at the end of the project.
- Lorna Jones to continue to look at new fundraising. John Stainer to discuss.
- Corporate membership of Fullerbrook CIC has been put on hold for the time being – will be looked at once works have been completed.
- John Stainer will investigate Tesco 'bag money' for local projects. Three projects are considered at any one time with moneys being made available of £4,000, £2,000, £1,000 dependent on how well a project is considered by a 'token' donation by shoppers at Tesco's outlets.

8. Future Events

- (a) Village Fayre 9th July 2017 – The Parish Hall gazebo to be supplied by Andy Odell and prizes needed for raffle.
- (b) Beetle Drive – to be considered for February 2018.
- (c) Parish Hall 60th Year Celebrations – Hall has been booked for 7th October. Tony Miller will be the 'lead' organiser and has asked for a cost budget. John Stainer to discuss with Lorna Jones about fundraising for this event.
- (d) Ferret Race – Booked for 11th November 2017 – further details to follow nearer the time.
- (e) Dave Edgecombe of North Devon Outstanding Natural Beauty. Terry King to arrange for October 2017.
- (f) Rick Tucker – David Ayre to discuss with Rick an event for March 2018.
- (g) Big Breakfast – Terry King to discuss with Lisa Squire.
- (h) Silent Disco – has now been rejected.

9. Safeguarding Policy

It has been agreed by the Committee to adopt the draft policy document submitted by Andy Odell in principle. Terry King to contact Andy to fully complete and supply as a 'word' document.

10. Hall Share

The next Hall Share meeting will be on the 4th July at West Anstey.

11. Cleaning

Nothing to report.

12. Review of Cleaner's salary

Last reviewed with rate changes May 2015 (basic £30 per week plus functions). The Committee approved an increase on basic to £35 per week.

13. Bar stocks

No change – orange juice out of date and now written off.

14. Website

Nothing to report.

15. Fire extinguishers, First Aid Kit and Carbon Monoxide Alarms – check delayed by one month due to ongoing works.

16. Recruitment of new Committee members

Terry to make appeal in next village newsletter.

17. Any Other Business

- Pete McGahran asked that the 'loop' system could be removed as it was out of date and ineffective. This could be done at no cost and was approved by all Committee members.
- Wedding reception on 27th July 2017 (hatches to be done if possible).

18. Date of next meeting – 26th July 2017 7.30pm in Room 2000.

Meeting closed at 9.20pm.