

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 31st May 2017.

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

1. Apologies for absence: Andy Odell, Pat Williams, Ronnie Maidment

Update on Pat Williams: we are very pleased to hear that Pat is now back at home and on the road to recovery. Pat has expressed a wish to remain on our Committee and will return when fit to do so.

2. The Minutes of the meeting held on 19th April 2017 were agreed and signed.

3. Treasurer's report:

- David Ayre provided a copy of the balance sheet as at 31st May 2017 to all Committee members.
Income for the period was £1961.64 (bookings £1139, Snooker £6, Bank Interest £0.14, Solar panels £66.50, WDPC ½ Annual Grant £250, Leonard Laity Stoate Charitable Trust £500). Expenditure was £1089.58 (Cleaning £232, South West Water £118.68, Devon Communities Together sub £50, HBH Woolacotts Cookers Deposit £500, Lorna Jones Grant fees £150, P & S Sparkes Grass cutting £35, Stationary £3.90).
- David to investigate 'on-line' banking.

4. Matters arising from the minutes:

- Josh Clarke carried out his first grass cut on 10th May. A contract has been agreed with Josh's father's company and he is deemed a 'responsible' person when taking into account Josh's age.
- £500 grant money received from the Leonard Laity Stoate Charitable Trust.

5. Correspondence – no correspondence

6. Hall Developments

- Kitchen works is due to start on 5th June 2017. Paul Swann has been unwell but is back to work and will be 'covered' by Nathan Hamett.
- The latest JKR quote still has dimensional errors on some the kitchen furniture and some prices were incorrect. David Maidment to contact Paul Allen to discuss....JKR to send revised invoice. David also to remind Paul that kitchen works will be starting on 5th June.
- To save on time it was agreed that David Ayre would send a deposit cheque for £2100 to JKR irrespective of invoice errors that are being resolved by David Maidment (above).
- David Maidment to discuss with Sam Mantle (Shop) about taking pictures of the PH cooker (fired up) and placing it for sale on EBay.
- Pete McGahran had someone interested in the cooker but had tried to contact them without success.
- Electrical works – Terry King had originally been quoted £1647 by EMC but Western Power Distribution had increased their portion of costs by £80 therefore the new figure was £1727 + VAT. Terry has received an invoice from EMC for £2084 + VAT. Terry will discuss the discrepancy with EMC further. In the meantime David Ayre will make a payment to EMC to settle the original amount of £1727.
- David Ayre has spoken with EFF who confirmed the electrical meter will need changing: an EMC electrician will need to be in attendance.
- The kitchen needs emptying of units, cutlery, crockery and pots and pans before refurbishment work can start on the 5th June. We will start 10.00am on Friday (2nd June)

morning and see how far we can get.... If necessary both Saturday and Sunday mornings are free at 10.00am.

7. Insurance during Hall refurbishment works (Allied Westminster)

- David Ayre reported that the snooker table had been removed from our insurance cover and that we should receive a small refund.
- David Ayre had received a questionnaire from AW concerning the impending works and insurance cover....some questions David could answer but there were a number of questions that needed input from the Committee before answering.

8. Review of Hall Charges

There will be no changes to the current pricing structure although a review will take place at the AGM in November 2017 with any changes becoming effective April 2018.

9. Fund Raising

- Lorna Jones is working on a £1000 Comic Relief grant.
- A £500 grant has been approved by North Devon Council (2 x £250 from District Councillors).
- As previously reported £500 grant money received from the Leonard Laity Stoate Charitable Trust for which we are extremely grateful.
- Lorna Jones currently away on holiday.
- David Ayre questioned whether it would be beneficial for the Parish Hall to become a Corporate member of the Fullabrook CIC. To be discussed at next meeting.

10. Future Events

- (a) Clairvoyant – unfortunately this event had to be cancelled due to unforeseen circumstances.
- (b) Beetle Drive – On-going - John Stainer to arrange. John suggested the evening would comprise of a number of games and a raffle. Costs were estimated at £3 a head with entrance fees of £6 for adults and £4 for children.
- (c) Parish Hall 60th Year Celebrations – On-going - the actual anniversary date is 28th September 2017. Pete McGahran will advise on available dates on or around the 30th Sept. It was suggested this should be a free event and maybe include a band. Lorna Jones to be contacted for funding arrangements. Tony Miller thought the Parish Hall celebrations should be a separate event from the Beetle Drive which was agreed by the Committee.
- (d) Ferret Race – On-going - 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 – ongoing.
- (f) Village Fayre 9th July 2017 – arrangements to be made...gazebo to be sourced – ongoing.
- (g) Big Breakfast – Lisa Squire has been contacted and she has kindly offered to do the cooking for this event free of charge. Date to be agreed
- (h) Silent Disco – Terry King to investigate further.

11. Safeguarding Policy

Andy Odell has produced a draft policy document....all Committee members have had a copy emailed to them...please read for discussion at our next Committee meeting. Many thanks to Andy for his time and help.

12. Hall Share

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

13. Cleaning

Nothing to report.

14. Review of Cleaner's salary

To be discussed at next Committee meeting.

15. Bar stocks

No change except cartons of orange juice will go out of date at the end of June.

16. Airband Internet Connection

Complaint received from a Buttercombe user due to down-time when electrical works took place to install the 'second' phase power supply. Whilst we had advised Airband that there would be a power supply interruption we had not kept them updated with the subsequent delays encountered. The Committee agreed Airband must be kept informed of any downtime in the future.

Work to the kitchen area that starts on 5th June will almost certainly cause further interruption. EMC to inform Airband of any further downtime as and when it happens....a telephone contact number has been noted on the Airband equipment.

David Maidment to advise Buttercombe user of interruptions starting on 5th June for 4 weeks approx.

17. Community Website

Pipcott Furnishings is now advertising on the Community website. David Ayre to invoice Heather Reeves £25.

18. Fire extinguishers, First Aid Kit and Carbon Monoxide Alarms –checked by David Ayre and all are OK.

19. Recruitment of new Committee members

It was acknowledged by the Committee that we needed new Committee members to help with running the Parish Hall. Terry King to make reference to this in the next village newsletter and an appeal would be placed on the Community Website.

20. Any Other Business

John Stainer asked if it would be possible to use the Parish Hall radio microphone and raffle drum for a Rotary event...approved by the Committee in principle.

21. Date of next meeting – 28th June 2017 7.30pm Room 2000.