

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 25<sup>th</sup> October 2017.

Present: Terry King (Chairman), John Stainer, David Ayre (Treasurer), Pete McGahran (Booking Clerk), Keith Oades (PC), Tony Miller, Dave and Ronnie Maidment.

**1. Apologies for absence:** Pat Williams, Pippa Stafford, Eric Nott

**2. The Minutes of the meeting held on 27<sup>th</sup> September 2017**

Were approved and signed.

**3. Treasurer's report:**

- David Ayre provided a copy of the balance sheet as at 25<sup>th</sup> October 2017 to all Committee members. **Income** for the period was £1,067.01 (bookings £362, Parish Council Grant £250, profit from 60<sup>th</sup> Anniversary Event £431.71, donations £23.30). **Expenditure** was £6,410.92 (Insurance £953.81, fire equipment inspection £150.48, cleaning £523, British Gas £69.64, electric £116.09, kitchen refurb £4,597.90).
- David Ayre commented that the Phase 1 kitchen project came in below budget.
- Included in the fire equipment inspection costs of £150.48 were two new fire extinguishers.
- Terry King suggested waiving the Post Office costs whilst out of action (re: internet connection). However, other committee members felt we should invoice the full amount so Colin Lincoln could reclaim costs from the Post Office (£36 per week). Pete McGahran will try to contact Colin and discuss September's invoice which still unpaid. If no response David Ayre will write him a letter. David Ayre to raise an invoice for October 2017.
- Our insurance company, Allied Westminster, have been notified that the kitchen works have been finished. They have asked if we would like to increase our contents insurance cover. David Ayre to write back to confirm that this is not required. It was decided a contents valuation should be done to see if our insurance cover is adequate.
- Annual Return – previously we have had a 'basic' annual return costing £150 + VAT. However, as our turnover has exceeded £25,000, we have to provide a 'full' annual return which will cost £900 + VAT. We have no option to provide a 'full' annual return – agreed by all.

**4. Matters arising from the minutes:**

KJR have replaced the faulty shelf for the COSHH cupboard in the kitchen. As the faulty shelf can still be used Terry King will contact KJR to try and get four additional support brackets which will enable us to have an extra shelf in the cupboard.

**5. Correspondence**

- Terry King has received a letter from Fullabrook CIC concerning the grant they provided for Phase 1 kitchen project and have asked for an 'acknowledgement' plaque to be put up in the hall in recognition of their grant. This is to be placed on one of the kitchen walls.
- Terry King received an invoice from Russell Willis for £99.35 concerning the cold water supply in the kitchen. This was unexpected and Terry will ask him to contact Paul Swann to discuss further.

**6. Hall Developments**

- Fund raising is required before any further hall developments can be undertaken (ie: phases 2 and 3).
- Phase 2 (stage replacement) is pencilled in for summer 2018 at a budget cost of £20,000, of which £5,000 is already available. The hall will need to be closed (except Room 2000 and toilets) whilst this work is completed.
- Phase 3 (toilets) will be investigated further once phase 2 is completed.

## 7. Fund Raising

- Waiting on Lorna Jones.
- John Stainer will investigate further on the Tesco 'bag' grant scheme which offers support for local amenities. It was mentioned that this grant could not be used for building work but could be used for equipment which would be ideal for a new stage in phase 2 of our project .
- Pearl Dean development (Section 106 payment) – Terry King and John Stainer had a meeting with Will Paffey (Site Manager) on 20<sup>th</sup> October who confirmed that work would start within 2-3 weeks with the driveway and walls being constructed first.
- Parish Hall 60<sup>th</sup> Anniversary Celebrations – it was mentioned that this was a complete success and a good team effort by all.

## 8. Future Events

- (a) Ferret Race – Booked for 11<sup>th</sup> November 2017.
- Hall to be opened up at 6.30pm to let Terry Moule in (Action Pete McGahran).
  - Dave and Ronnie Maidment will run the bar.
  - David Ayre will run the raffle, provide floats and supply the tea, coffee and sugar. Other refreshments will be snacks and fruit juices.
  - Di McGahran and Andy Odell to run the tote (to be confirmed).
  - Auctioneers: Barry Scobling and John Stainer.
  - Advertising – newsletter done, website updated, history group advised, school website ongoing - John Stainer to investigate.
  - Flyers – Andrea will send out with newsletter. Shop – John Stainer to supply posters.
- (b) Annual January Quiz – Hall booked provisionally for Saturday 27<sup>th</sup> January 2018 – ongoing.
- (c) Dave Edgecombe of North Devon Outstanding Natural Beauty. Hall booked provisionally for 17<sup>th</sup> February 2018. Terry King to arrange – ongoing.
- (d) Rick Tucker – Booked for 3<sup>rd</sup> March 2018 – ongoing.
- (e) Beetle Drive – to be arranged for April/May – ongoing. John Stainer has produced a number of 'sheets'.
- (f) Big Breakfast – proposed for May Bank holiday – ongoing.

## 9. Safeguarding Policy

Policy now completed and has been posted to the West Down website. David Maidment noted that the hall's policy is very detailed when compared with other halls in the Devon area but the committee agreed to keep it as is and will be reviewed yearly. Contacts and phone numbers to be decided (action – John Stainer).

## 10. Hall Share

The next Hall Share meeting will be held at Filleigh on 13<sup>th</sup> November 7pm. David Ayre pointed out that this was the fifth anniversary and was aiming to drum up support from other local halls to attend.

## 11. Cleaning

Nothing to report.

## 12. Bar stocks

Terry King circulated the latest bar stocks. David Maidment to discuss with Terry King requirements for the ferret race. Ronnie Maidment to check website for cost of measures.

## 13. Website

Nothing to report and new website is ongoing.

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

David Ayre reported that everything had been checked and were all OK.

**15. Booking Clerk Position - Training**

Training will take place in Room 2000 on Thursday 2<sup>nd</sup> November at 2pm. Attendees – Keith Oades, Terry King, Pete McGahran, John Stainer and David Maidment.

**16. Replacement of Christmas Decorations**

Ongoing (Action David & Ronnie Maidment)

**17. Any other business**

- WI cupboard – David Ayre has given details to Catherine Williams about the hall's metal storage cupboards so she can investigate buying a similar cupboard.
- Crockery – to be counted and reviewed (action – David Ayre and others).
- Glasses for events – Ronnie Maidment to investigate online for polycarbonate glasses marked 175mls.
- Recruiting – Poster to be produced 'Your Hall Needs You' (suggestions please from all committee members).

**18 Date of AGM and next meeting**

AGM Wednesday 22<sup>nd</sup> November 2017 7.30pm followed by a committee meeting – both will be held in Room 2000.

Meeting closed at 9.40 pm.