

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 27th September 2017.

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

1. **Apologies for absence:** Pat Williams, Pippa Stafford, Ronnie and Dave Maidment

2. **The Minutes of the meeting held on 30th August 2017**

- Tony Miller asked if 8b first paragraph could be amended to read John Stainer to contact Jose and the Hotdogs, also the Whiddon Valley Fryer and a Bouncy Castle provider.
- David Ayre asked to have 6, 5th point changed as follows, although initially it was agreed we should pay EMC the balance of £428.40 on the first invoice, following discussions he was asked to hold on and await the Chairman's response from them regarding the second invoice, and on 14 Fire, David asked AFS to check the date of our annual safety inspection and because of the work done David asked their opinion if they should carry out the inspection earlier or not?

When these changes have been made to Minutes, all happy for Chair Terry King to sign.

3. **Treasurer's report:**

- David Ayre provided a copy of the balance sheet as at 27th September 2017 to all Committee members. **Income** for the period was £881.37 - bookings £773, Western Power Wayleave £11.92, Sale of old cooker £96.40. Bank interest a whole 5p. **Expenditure** was £145.50 – Ikea Kitchen Equipment £93.50, 60th Anniversary Items £34.92, Hall key cutting £7.50 and Purchase of Oven cleaner £9.58.
- David Ayre said he has updated Bank Mandate signatories and are now David Ayre, Terry King and David Maidment.

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

Terry King has made and fitted a lower shelf for Dishwasher.

5. **Correspondence**

Invoices received from Russell Willis Plumber, EMC final invoice for electrical work. David Ayre said that our Insurance premium was due very soon and that this year premium is £953.81 which is only an increase of approx £10 over last year.

6. **Hall Developments**

- KJR stainless steel cupboard in the kitchen – latch and door issues resolved but still awaiting a new shelf.
- Awaiting new shutters from Alchemy – arrived but doors type wrong. It is hoped that correct ones will be here within the week.

7. **Fund Raising**

Grant applications for Phase 2 (removal of existing stage to be replaced by portable stage). John Stainer to contact Lorna Jones.

8. **Future Events**

(a) Parish Hall 60th Year Celebrations 7th October

All actions as per John's schedule circulated, Tony Miller has contacted The Voice and Hart Radio about the event, also BBC Radio who have asked if someone will do a live interview on Monday 2nd October At 15.40 about the Hall and celebrations, David Ayre is happy to do this. David will also order 200 flyers, which he and Tony Miller will deliver. David has also sent out invitations to VIPs and everybody that has been connected to the Hall over the years, thanks.

Work Parties Friday 6th 2.30pm at Hall to erect marquee/set up Hall and help will be needed to help load marquee into trailer beforehand. Also Sunday to dismantle and return. John will communicate with all early next week about final arrangements.

- (b) Ferret Race – Booked for 11th November 2017. John Stainer arranging – all in hand.
- (c) Annual January Quiz, Pat William has said she will organise (thank you Pat).
- (d) Dave Edgecombe of North Devon Outstanding Natural Beauty. Terry King has spoken to Dave and said that we are too busy at the moment. A provisional date of February 2018 was thought to be the best time. Terry King to arrange.
- (e) Rick Tucker – David Ayre spoken to Rick and has a confirmed booking for Saturday 3rd March 2018.
- (f) Beetle Drive at our next meeting arrange a date April? May?
- (g) Big Breakfast proposed. As Lisa Tossell is unable to help we need arrange ourselves maybe find someone else who caters.

9. Safeguarding Policy

John Stainer will contact Andy Odell to enquire if this has been completed, if so get a copy re-sent.

10. Hall Share

The next Hall Share meeting to be held in November.

11. Cleaning

Terry King has purchased some Hobrite and scraper for the new cooker hobs. Terry has also spoken with Nicky Oggiano explained about cleaning the ceramic hobs.

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 30th September... will try and find someone. Eric Nott offered to buy for £5 – agreed.

13. Website

Nothing to report and new website is ongoing.

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

David Ayre has asked 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

Pete McGahran has previously said that he would be retiring from this position and the management committee at the AGM in November leaving this position to be filled. Keith Oades volunteered to have a go providing he can get help and support from others (a big thank you Keith). Need now to organise a training session for several of us late October/early November.

16. Replacement of Christmas Decorations

Dave Maidment has made enquiries about replacement decorations and identified a company selling commercial type decorations suitable for our hall. Meeting was happy for him to order with a budget of around a £100 - £120.

17. Any other business

John Stainer asked about hot water heater under sink as it does not give a full sink of water, it was explained that it is the original one and has always been the same.

18 Date of next meeting

Wednesday 25th October at 7.30pm in Room 2000.

Meeting closed at 9.35 pm.