

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 17th January 2018.

Present: Terry King (Chairman), Keith Oades (Booking Clerk & PC), Dave and Ronnie Maidment.

1. Apologies for absence: John Stainer, David Ayre, Tony Miller, Pippa Stafford, Pat Williams,

2. The Minutes of the meeting held on 22nd November 2017 were approved and signed.

3. Treasurer's report:

As David was not going to be available for this meeting, he emailed all Committee members in advance on 8th/9th January 2018:

- The balance sheet as at 9th January 2018.
- Health & Safety and Risk Assessment Review – see 'any other business'.
- Audit/Charity Return – the books and records have been with the accountants since early December so we are waiting to hear from them.
- Grass cutting – It was agreed by email to accept Josh Clarke's quote for 2018. David has spoken to his dad about invoicing us for 2017.
- Insurance/Inventory – David has not completed this (with Dave and Ronnie) due to the Christmas period but will do so soon.
- Rick Tucker – see 'future events'.

An invoice has been received from KJR for £79.32 for a washer replacement in the ladies' toilet. In dispute - Terry King has spoken to Paul Allen.

Post Office – a payment of £264 has been received from Colin Lincoln in settlement of overdue account. We are now awaiting payment for December 2017 and January 2018.

4. Matters arising from the minutes:

- 4) – (4) Shelf support brackets now received from KJR. Invoice received for £24 was not acceptable. Credit note for £12 received and will be passed on to David Ayre.
- 4) – (17.2) Crockery inventory to be carried out by David Ayre, David and Ronnie Maidment.
- 4) – (17.1) The WI cupboard has now been received and installed, old cupboard to be removed.
 - 6) • Spillage notices now up in the kitchen.
 - Kitchen water boiler on wall – temperature adjusted.
 - 'Do not turn off' labels applied to higher positioned switches for kitchen water boiler and extractor fan.
 - Stage curtains runners now repaired.
- 14) Fire extinguisher training – ongoing. Waiting for Community Shop to decide on a date.

5. Correspondence

Email received from Pete McGahran thanking the Parish Hall Committee for his 'resignation' gift.

6. Hall Developments

At the moment, especially with the bad weather, the pathway running along the north face of the hall from the front to the kitchen and storeroom is very muddy. It was suggested that paving slabs be laid to this area – to be discussed at next meeting.

Keith Oades asked whether or not we should be charging hall users for using the projector and screen to cover general wear and tear. As these items were jointly supplied by the WI and Gardening Club it was felt they should be approached on this matter. Keith will speak with the Gardening Club and David Maidment will contact Catherine Williams of the WI.

7. Stage

An email was received from a recent hall user which was very complimentary of our new kitchen and servery room. However, they thought that the stage was excellent and should not be

removed. A number of other hall users have also expressed the same opinion regarding the stage.

Some Committee members commented as follows;

Current stage – well made, characterful, could be aesthetically updated at a fraction of the cost of having it removed and replaced with a portable stage. Little or no disruption to the use of the hall's facilities. Whilst it was considered that additional space was needed to the hall, we now have the servery room which seems to be very popular with hall users.

Proposed portable staging – Considerably more expensive overall bearing in mind the costs we will incur to remove the old stage and making good. Lacking in character, having to arrange teams to erect and break down. Any additional space gained by having a removable stage will be minimal (bearing in mind it has to be stored somewhere) and if staging is required by a hall user, it will take up the same space as the original stage. The hall will have to be closed whilst the current stage is removed.

As there were not enough Committee members available to make a decision, this subject needs to be discussed in greater detail at subsequent meetings.

Terry King advised that if we were to change our original plan it would be necessary to advise our sponsors and ask for their approval.

8. Fund Raising

John Stainer will be asked to provide a report on Lorna Jones' fund raising activities.

9. Future Events

- (a) Annual January Quiz – Hall booked for Saturday 27th January 2018 at 7.30pm. Posters have been produced and placed in the shop, Hall and on various telegraph poles around the village and will be mentioned in the latest village newsletter. Thirteen tables have been planned although another table can be added in the servery if needed. Entrants to bring their own food and drink although the Hall will provide nibbles (crisps and nuts). Crisps can be taken from the bar stock with Dave and Ronnie Maidment buying some more. Six bottles of wine for the winners will be taken from the bar stock.
- (b) Dave Edgecombe of North Devon Outstanding Natural Beauty is confirmed and the hall has been booked for 17th February 2018. Event will start at 7.30pm and finish at approximately 9.30pm and will include a break of half an hour. Entrance fee will be £5 which will include tea and coffee with cakes being made available by the Hall at a small cost. Tickets to be available from the Community Shop. The subject area to be presented by Dave Edgecombe will cover the area between Torridge to Combe Martin.
- (c) Rick Tucker – Booked for 3rd March 2018. David Ayre has contacted Rick Tucker who will produce posters for this event as he did last year. Ticket prices to be the same as last year.
- (d) Beetle Drive – to be arranged for April/May – ongoing.
- (e) Big Breakfast – proposed for May Bank holiday – ongoing.

10. Hall Share

The next meeting is due for 30th January 2018 at Kings Nympton.

11. Cleaning

Nothing to report.

12. Bar stocks

The Community Shop has now sold our stocks of diet coke (40 cans) that were due to go out of date at a price of 35p each.

There are 17 mixer sized bottles of tonic water that are due to go out of date on 28th February 2018. We need to try and sell these.

Crisps that are due to go out of date on 10th February 2018 will be used for the 'Quiz Night'.

13. Website

Nothing to report.

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

- David Ayre to check at his earliest convenience.
- Fire extinguisher training – we are waiting on the Community shop to decide when training should take place.

15. New Committee Members – Tony Miller emailed the Committee on 16th January to say that he had received an email from Tim Spellman before Christmas about producing a school poster advertising for new committee members but has not heard from him as yet. If he has not heard anything from Tim by the end of this week he will send him an email reminder.

16. Any other business

On the 9th January David Ayre emailed a copy of the latest Health & Safety and Risk Assessment Review dated November 2017. It was checked over by Terry King and a couple of amendments were made (Services 2 - Stage now reads storeroom. Review – stage users now reads Hall users). Ronnie Maidment will update document and circulate. Fire Safety Procedure and schematic plan of the Hall needs to be reviewed and updated as necessary – action Terry King.

Copies of these reports to be placed in a file and kept in the kitchen along with the kitchen appliance instructions.

18. Date of next meeting

The next committee meeting will be held on Wednesday 31st January 2018 at 7.30pm in Room 2000. (Subsequently, the meeting has been changed to the 24th January).

Meeting closed at 9.30 pm.