

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 22nd November 2017.

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

1. **Apologies for absence:** Pat Williams
2. **The Minutes of the meeting held on 25th October 2017** were approved and signed.

Currently the Secretary produces the meeting minutes with the help of notes taken at the time of the meeting. A draft copy is then sent to the Chairman to check for accuracy who would advise the Secretary of any changes that needed to be made. The Secretary would email the draft minutes to Committee members. If any inaccuracies remained these could not be addressed until the next Committee meeting thus prolonging the process.

The Secretary proposed a slight change that would speed up the process of approving the minutes. At the time of emailing the draft minutes to Committee members they be given the opportunity to advise on errors providing they make all Committee members aware of any such errors within 7 days. The Secretary would then amend the Minutes and recirculate them as 'final' Minutes. The minutes could then be approved at the next Committee meeting without delay.

This proposal was accepted without objection.

3. **Treasurer's report:**

- David Ayre provided a copy of the balance sheet as at 22nd November 2017 to all Committee members. **Income** for the period was £2,017.86 (bookings £1,123), Solar panel payment £204.92), Profit from Ferret Race £689.94. **Expenditure** was £660.38 (Cleaning £318, Stationery £10.75, South West Water £98.21, NDC premises licence £70, Christmas decorations and wine glasses £163.42.
- John Stainer made available a finance report on the Ferret Race that showed a net profit of £689.94 which was £39 down on the previous year. He thanked all those people who made this successful event possible.
- David Ayre advised that we are still awaiting payment from Colin Lincoln for September's Post Office invoice (number 659) of £156. David Ayre to write to Colin asking him to settle the account. For the future, we must not approach Heather (Colin's employee) in any way regarding payment of invoices. It was agreed that if Colin settled the September invoice we would waive October's invoice due to the 'no service' disruption encountered during October. David Ayre has also submitted November's invoice.
- John Stainer gave David Ayre an invoice for £132.91 which covers 2x new locks and 24x new keys for the main hall and Room 2000 locking latches.
- Keith Oades to advise David Ayre on cost for a new key safe and key fobs which had been purchased.

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

- 4) Terry King has asked KJR for four kitchen cupboard support brackets.
- 5.2) After investigation the Russel Willis invoice for £99.35 is not for the Parish Hall and should be forwarded to Paul Swann.
- 17.2) Crockery inventory to be carried out by David Ayre, David and Ronnie Maidment.
- 17.3) Wine glasses with contents markings (175mls and 125mls) have been purchased.
- 17.1) The WI cupboard is expected within approximately the next 5 days. David Maidment and John Stainer offered to be present to take delivery.

5. Correspondence

No correspondence received.

6. Hall Developments

- It was reported that the kitchen was slippery at the Ferret Race event. This will be monitored and a sign 'mop up any spillages' to be placed in the kitchen – Action Ronnie Maidment
- Complaints received regarding the wall boiler not being hot enough. David Maidment to contact KJR.
- Some of the higher positioned switches (wall boiler and extractor fan) to have a label 'do not turn off'. Both to be actioned by Ronnie Maidment.
- David Maidment to investigate costs for another work table with castors in the kitchen following suggestions by various users.
- John Stainer and David Maidment to investigate the stage curtains as they were not working properly.

7. Fund Raising – ongoing.

Section 106 money due from the Pearl Dean development will not be available until 6 houses have been sold. A show house is due to be completed in May 2018. This 106 money is earmarked for the hall development (toilets).

8. Future Events

- (a) Annual January Quiz – Hall booked for Saturday 27th January 2018. Details to follow.
- (b) Dave Edgecombe of North Devon Outstanding Natural Beauty is confirmed and the hall has been booked for 17th February 2018. Details to follow.
- (c) Rick Tucker – Booked for 3rd March 2018 – ongoing.
- (d) Beetle Drive – to be arranged for April/May – ongoing.
- (e) Big Breakfast – proposed for May Bank holiday – ongoing.

9. Safeguarding Policy

This has now been put on the Hall's notice board and website with Terry King being the only named contact. This subject is to be dropped off future agendas.

10. Hall Share

The Filleigh Hall Share meeting was well attended and David Ayre sent minutes to all committee members. The next meeting is due for 30th January 2018 at Kings Nympton.

11. Cleaning

Nothing to report.

12. Bar stocks

Terry King provided a report of bar stocks as at 12th Nov 2017 (after Ferret Race). The only concern was 40 cans of diet coke that are due to go out of date on 28th February 2018. As there are no bar events before this date it was suggested contacting the community shop to see if they would be willing to sell this stock on our behalf. Action – David Maidment.

13. Website

Nothing to report and new website is ongoing.

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

- David Ayre to check after meeting.

- Terry King advised that the community shop personnel will be having fire extinguisher training from AFS and suggested that some Parish Hall committee members could be trained up at the same time taking advantage of a reduced rate. It was agreed this would be a good idea and Terry to investigate further.

15. New Committee Members

This is an ongoing subject and has been mentioned in the latest newsletter. Tony Miller suggested contacting the school to see if they could put an advert together with prizes for the best adverts. Action – Tony Miller.

16. Any other business

- Thank you cards and gift vouchers were presented at the AGM to Eric Nott and Peter McGahran for their long services to the Parish Hall.
- Booking Clerk – Keith Oades reported that he had contacted all regular hall users to advise that he was now the booking clerk. He has already taken three bookings and is still acquainting himself with procedures.
- Keith Oades has now fitted a key safe which has a combination lock that will need to be changed on a regular basis. Keith will be producing a key holder list. Keys to the new locks were given to Keith and he will advise John Stainer when to fit the new locking latches. The mortice lock may need some more keys.

18. Date of next meeting

The next committee meeting will be held on Wednesday 17th January 2018 at 7.30pm in Room 2000.

Meeting closed at 9.45 pm.