

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 26<sup>th</sup> April 2018.

Present: Terry King (Chairman), John Stainer (Vice Chairman), David Ayre (Treasurer), Keith Oades (Booking Clerk & PC), Pippa Stafford (WI), David Maidment (Secretary) and Pat Williams

A warm welcome was given to Pat Williams who has not been able to attend committee meetings for a number of weeks.

1. **Apologies for absence:** Ronnie Maidment and Tony Miller.
2. **The Minutes of the meeting held on** Thursday 28<sup>th</sup> March 2018 were approved and signed.

### 3. **Treasurer's report:**

David Ayre provided a balance sheet as at 26<sup>th</sup> April 2018.

Income £1525.29 (£821 bookings, £0.20 interest, £679.09 profit from Rick Tucker night, £25 Website fee).

Expenditure £476.18 (£311 Cleaning, EDF Energy £150.18, Keys cut £15)

Well done to Keith for maintaining a healthy amount of bookings.

David reported that the Post Office still owe £108. This was a little disappointing considering the support we have given Colin Lincoln over the past few months as a result of the Post Offices failings to supply a usable internet connection. The School also owes a month's hire fees.

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

- 4) 6)KJR invoice 198671 is still under query (see 5).
- 7) Woodworm under stage was treated on 10<sup>th</sup> April – now awaiting invoice.
- 6) John Stainer mentioned that a number of 'hosted' Post Offices in the North Devon area had had experienced similar downtime to our service.... this was as a result of a technical issues with their equipment that has now been resolved.
- 7) John Stainer is still waiting for a reply from Josh Clarke regarding pathway and grass cutting.
- 7) Terry King is still trying to contact Gold Coast regarding cleaning of solar panels and gutter clearance.
- 7) John Stainer is still investigating a replacement water heater for the kitchen sinks.

### 5. **Correspondence**

- Terry King received a letter from the West Down Amateur Productions confirming details of their Variety Show later this year and inviting the Hall to participate.
- David Ayre received a letter from KJR giving their reasons for outstanding invoice 198671. David passed this letter on to Terry King. Terry has since replied to KJR stating that we did not agree with their comment and gave details what work was carried out and as such has asked them to provide a credit note in full.

### 6. **Booking Clerk's Report**

Keith Oades reported as follows:

- Despite representations to Will Parfitt (Acorn) there are still issues with parking. John Stainer to contact Will and ask for a meeting on Monday 30<sup>th</sup> April at 10a.m. to discuss further. It is apparent that Acorn Developments are still parking in the area designated for hall users and have, on occasions, caused an inconvenience to hall users.
- Two shelves in the new COSHH cupboard supplied by KJR have collapsed causing damage to some crockery. See (7) below.
- Bookings are going well.
- The Gardening Club have been using the dishwasher which has greatly helped the problem with the small amount of hot water provided by the heater below the sink. John Stainer is looking into a possible replacement heater with a greater capacity.
- There was an issue with the wall mounted water heater, with a message saying 'no water'. Keith resolved this by switching the unit off at the mains and turning on a few minutes later. Fault message was then cleared and the unit was then able to work correctly.
- As mentioned in the Treasurer's Report, the School and the Post Office are the only hall users with outstanding payments.

## 7. Hall Developments

- Two shelves in the COSHH cupboard have collapsed causing damage to crockery. Terry King has already contacted Paul Allen (KJR) and has sent him photographs. Paul will contact the manufacturer. An inventory check of crockery is to be done on Monday 30<sup>th</sup> April at 9.30am to ascertain damages for a possible claim against KJR. Shelves to be labelled up as to where crockery should go (i.e. large heavier plates to go at the bottom of the cupboard where maximum support is available).
- Small folding tables can on occasions fall out of the table storage trolleys. John Stainer is organising the fitting/painting of additional brackets and bars to stop this from happening.

An informal meeting was held on the 7<sup>th</sup> April to discuss the refurbishment of the current fixed stage.

- Door to storeroom (via servery) to be made wider by removing the current frame and lowering the threshold strip. A new wider door will be required.
- Tony George is to be contacted about lighting/electrics. It was suggested that some of the switches located on the stage were to be moved into the hall for ease of use.
- The projector and screen wiring needs to be rewired so that wiring cannot be seen.
- The hall and stage need painting. The apron around the stage to be strengthened and repaired. Non-slip paint to be used on the apron flap that can be walked on.
- A meeting to be held on Monday 30<sup>th</sup> April, after car park meeting, to produce a refurbishment specification.

Stage 3 – Toilet block.

- We already have a spec and design (as per John Alexander's drawings of May 2016). Three quotes to be obtained for carrying out this work. The following contractors were mentioned; Paul Swann/Nathan Hammett, Evans and Evans and Pearce Construction.

## 8. Fund Raising

Once a quote for Phase 3 has been approved this can be passed on to Lorna Jones so that she can arrange funding.

## 9. Future Events

- (a) Beetle Drive has been arranged for 12<sup>th</sup> May, arrive 7pm for 7.30pm start. John Stainer has already arranged posters and David Ayre has agreed to post flyers one week prior to the event. John has produced a list of rules on how the beetle drive is to take place. Whilst we are providing a glass of wine for all entrants, we will also sell wine by the bottle and soft drinks will also be made available (John suggested that we should also sell any other drinks that we have in stock i.e. cans of cider). David Ayre to organise a raffle and John will produce a 'work' sheet for those who are going to help stage the event.

- (a) Big Breakfast – to be arranged for July. Dave Maidment to contact Lisa Tossle to see if she could help with staging the event.
- (b) Quiz Night – Booked for the 6<sup>th</sup> October and will be run by Pat Williams and Carole King. David Maidment to arrange a more efficient method of scoring.

#### **10. Hall Share**

David Ayre attended the hall share meeting at Bishops Nympton and commented how nice the hall was. Items of interest that were discussed at the meeting were hall charges and data protection. With regards to hall charges there was no consistency in the method of charging as it was a case of 'no one size fits all'. Martin Ritch (DCT) made people aware of data protection regulations and allayed concern on how onerous this would be for community hall. The next meeting will be held at West Down Parish Hall on Thursday 5<sup>th</sup> July 2018.

#### **11. Cleaning**

Nothing to report.

#### **12. Review Nikki Oggiano's Wages**

Nikki's last review was 1<sup>st</sup> July 2017. David Ayre proposed that her monthly retainer be increased to £40 (was £35). Terry King seconded this proposal and all were in agreement. The new retainer will come into effect from 1<sup>st</sup> July 2018. David will advise Nikki Oggiano.

#### **13. Bar stocks**

Terry King produced a new stock list. Nothing to report as such and high wine stocks are quite high but will be used on the beetle drive event.

#### **14. Website**

Nothing to report.

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

- David Ayre to do his monthly check, as per the fire inspection checklist, after the meeting.
- Fire extinguisher training – this has been arranged for Thursday 17<sup>th</sup> May at AFS who are based on the Mullaocott trading estate - time 2.15pm. Numbers of people attending from the Parish Hall to be agreed nearer the time.
- Terry King is reviewing the fire safety procedures for hall users.

#### **16. New Committee Members**

Tony Miller had put some proposals in the hall's post box but a key was not available –ongoing

#### **19. Any other business**

In her absence, Ronnie Maidment produced a list as follows:

- Donation from the Variety Show will cover costs of hiring the hall. This was approved by the Committee.
- Chairs can be left in position between performances but will be dependent on hall usage.
- The Committee were happy for the Art Class to borrow some tables for the July Village Fayre as per last year.
- David Ayre will contact Gopak for replacement plastic feet for tables.

Pippa Stafford returned some 'cake' money to David Ayre from the Rick Tucker night.

Keith Oades to arrange for additional keys to be cut for the hall's post box.

#### **20. Date of next meeting**

The next committee meeting will be held on Wednesday 30<sup>th</sup> May 2018 at 7.00pm in Room 2000.

Meeting closed at 9.20pm.