

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 25<sup>th</sup> July 2018.

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

**1. Apologies for absence:** Ronnie Maidment, Tony Miller

**2. The Minutes of the meeting held on 20<sup>th</sup> June 2018** were approved and signed.

**3. Treasurer's report:**

David Ayre provided a balance sheet as at 25<sup>th</sup> July 2018

Income £906.20 (£771 bookings, £0.20 interest, £125 Village Fayre raffle profit, donation from table hire £10.00)

Expenditure £907.78 (£543 Cleaning, £60.88 South West Water, £70 WDCS Fire Training, £20 Window cleaning.)

Pat Williams thought that for the next Village Fayre there should be improved signage for the Parish Hall raffle gazebo.

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

4) 6) KJR invoice 198671 is still outstanding. Terry King has now been able to get in touch with Paul Allen (KJR) who is contacting the COSHH cupboard manufacturer for replacement shelves. Terry has given photos of the damaged shelves to Paul A.

4) 7) John Stainer still to contact Josh Clark regarding grass cutting and payment frequency.

4) 7) John Stainer is still investigating a replacement water heater for the kitchen sink – on-going.

16) Bullet point 2 – door to the disabled toilet has been repaired.

**5. Correspondence**

- David Maidment received an email from Jan Oades asking for instructions on using the current sound system (original instructions have gone missing), use of a hearing loop and the possibility of lapel microphones. We will need to contact Tony George to help out with producing the instructions and advise on lapel microphones. With regards to the hearing loop it was mentioned that the one that we had installed with the original sound system had been removed from the Hall as it had become obsolete and there were no plans to replace it.
- David Ayre has received a letter from North Devon Council enquiring on the Hall's availability on 2nd May 2019 for the Parish and District elections. Keith Oades confirmed the Hall would be available and David will confirm the booking with NDC.
- David Ayre had received notification from Western Power Distribution that Dean Lane will be closed between 30<sup>th</sup> July and 10<sup>th</sup> August. This was in connection with Pearl Dean development. David received another letter from WPD to say that the electricity supply will be disconnected on 1<sup>st</sup> August to install a substation (again in connection with the PD development). David will advise the Post Office and Airband. Pippa Stafford will advise Airband users at Buttercombe Barton.

**6. Booking Clerk's Report** – nothing to report although the Post Office owes for Junes account.

**7. Hall Developments**

- Schedule of Works

Terry King had a meeting with Paul Swann and Nathan Hamnett. Whilst Paul did not want to quote for this work, Nathan has quoted a slight variation to the original schedule of works.

At a recent meeting some of the committee thought that the work to the two external doors could wait but we should go ahead with the stage repairs and the enlargement of the door to the storeroom that will cost £590 (Items ref. 3.3.2, 3.3.3, 6.1 and 6.2). This cost excludes any painting. The committee agreed to this proposal and it was hoped that the work could be carried out before the forthcoming variety show. We still need to find a decorator to quote for items on the work schedule.

- Lighting and Sound System

John Stainer had received an email from Tony George to say the new stage lighting was due to be delivered w/e 27<sup>th</sup> July and will confirm costs in due course. Alan Hodgkinson (electrician) has suffered a family bereavement but will hopefully be available in the very near future. Tony will be able to complete the majority of his work without Alan being present. The aim is to have all the lighting in place for the Variety show. Funding still needs to be found for sound equipment.

- Stage 3 – Toilet block

On-going – Terry King to have a meeting with John Alexander to finalise specification.

## 8. Hall's Car Park

John Stainer has written to Will Parfitt (Acorn) about their heavy and extended usage of the Hall's carpark by Acorn Developments and their contractors. All committee members present considered that Acorn had been taking advantage of the committees' helpful and good nature. John has suggested a meeting be convened with one of Acorns directors and to see what further improvements could be made to the car parking area; this would be in addition to the upgraded entrance that Acorn has already agreed to.

It was felt that maybe the village did not appreciate the benefits of allowing Acorn to use the Parish Hall car park in that many contractors' vehicles would have been parked on the public road immediately outside the development area and would have caused significant congestion/inconvenience to other road users and the possible safety issues associated with such congestion bearing in mind the primary school.

## 9. Fund Raising - On-going - Julie Witton's notes from the recent hall share meeting (see 11 below) were available.

## 10. Future Events

(a) Big Breakfast booked for Sunday 29<sup>th</sup> July 2018 – A meeting with Mark O'Halloran was held prior to our committee meeting to discuss final arrangements. We agreed on an ingredients list – John S will be getting the sausages, bacon and eggs, David Ayre will bring the tea, coffee and sugar, Terry K and Keith Oades will be getting everything else. Mark O'Halloran will start setting up Saturday afternoon once the WI have finished their cream teas. The breakfast will be a 'waiter'. Breakfast starts at 9.00am and finishes at 12.00pm. Waiters will be at the Hall for 8.30am. Mark O and his partner, Sue, will start preparing at 7.30am. A regular breakfast (up to 7 items plus toast plus tea or coffee) will be sold at £6.50 and a small breakfast (up to 4 items plus toast plus tea or coffee) at £5.00. Fruit juice will also be made available for those who do not want tea or coffee. Mark O has the number to access the key in the combo safe.

(b) Quiz Night – booked for the 6<sup>th</sup> October and will be run by Pat Williams and Carole King – ongoing.

(c) Ferret Race – now confirmed for 10<sup>th</sup> November 2018. John Stainer John Stainer has spoken with Terry Moule – ongoing.

(d) Quiz Night – provisionally booked for 26<sup>th</sup> January 2019 – ongoing.

#### **11. Hall Share**

David Ayre thanked those committee members that supported the Hall Share meeting held at the West Down Parish Hall on 5<sup>th</sup> July with special thanks to Pippa Stafford for providing some very tasty cakes. It was an interesting event discussing ways of raising funds.

The next Hall Share meeting 4<sup>th</sup> October 2018 – West Buckland.

#### **12. Cleaning**

Nicky Oggiano is away on holiday from 1st to 9<sup>th</sup> August. Kirsty Tucker will be providing 'cleaning' cover for this period.

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

Terry King produced a new stock list dated June 18. Value of stock currently stands at £220.11. All beers, lagers, ciders and soft drinks (as reported 20<sup>th</sup> June) were sold to the Green Field Committee for £50 and were used for the Village Fayre. We will need to restock for the Ferret race event planned for 10<sup>th</sup> November 2018.

#### **14. Website**

Nothing to report.

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

- David Ayre confirmed he would carry out checks as per the fire inspection checklist after this evenings meeting.
- David mentioned that a full check of the safety lights needs to be carried out (i.e. run down safety lights and allow to recharge and then check. Keith Oades and David Maidment agreed to perform this check at a convenient time.
- Current fire safety procedures are still in effect. Terry King has updated the Hall's floor plan in line our new kitchen/servery layout. David Maidment will laminate a copy and place on the Hall's noticeboard adjacent to fire procedure instructions.

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

A number of 'Volunteering, a Gift to the Community' posters have been put up around the village and is also shown on the Community website. We now wait for responses.

#### **17. Any other business**

- David Ayre mentioned that one of Pat Williams neighbours is a qualified architect and would be happy to undertake work on behalf of the Parish Hall.
- David Maidment reminded the committee that a decision had previously been made to stop the dusk to dawn floodlight and replace with a timer/ PAR sensor – ongoing – to be discussed with Acorn at the same time of finalising the hall's new entrance.
- Keith Oades has asked for the unsightly yellow grit bin to be repositioned so as not to spoil views at a forthcoming wedding reception.

#### **17. Date of next meeting**

The next committee meeting will be held on Wednesday 19<sup>th</sup> Sept 2019 at 7.00pm in Room 2000.

Meeting closed at 8.55pm.