

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 20th June 2018.

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

Guest: Vanessa Hunt

1. **Apologies for absence:** Ronnie Maidment, Pat Williams, Tony Miller
2. **The Minutes of the meeting held on 29th May 2018** were approved and signed.
3. **Treasurer's report:**
David Ayre provided a balance sheet as at 20th June 2018
Income £580.66 (£465 bookings, £0.21 interest, £25 Pipcott Website Fees, £90.45 Beetle Drive Profit)
Expenditure £907.78 (£240 Cleaning, £61.20 Lincat Water Filters £141.35 British Gas, £51.81 trolley repairs, £243 woodworm treatment, £50.66 cleaning materials, £83.44 EDF electric , £36.32 keys, stationery and kettle).
4. **Matters arising from the minutes:**
 - 4) 3) Terry King has contacted Gold Coast and arranged for the Hall's windows to be cleaned every 2 months at a cost of £20 per clean.
 - 4) 3) The Beetle Drive event produced a profit of £90.45.
 - 4) 6) KJR invoice 198671 is still outstanding. Terry King sent a letter to KJR stating that we were unhappy with their response to previous communications and that, without prejudice, we would pay this invoice once satisfactory repairs had been carried out to the stainless steel cupboard in the kitchen. The letter was sent one week ago and to date no answer has been received. Terry had also tried to contact Paul Allen (KJR Sales Manager) without any response.
 - 4) 7) Invoice for woodworm treatment to the stage has now been received and paid.
 - 4) 7) John Stainer is to contact Josh Clark regarding pathway and grass cutting. Terry King had a look at the footpath area and felt that clearing a top layer of accumulated dirt would reveal an existing path and as such there was no need to contact Josh on this item. However, the grass area to the rear of the hall has got overgrown - Josh is on holiday – John Stainer to contact on his return.
 - 4) 7) John Stainer is still investigating a replacement water heater for the kitchen sink – on-going.
 - 6) Point 2 Post Office has now settled April and May's invoices and are up to date with their account.
 - 7) Point 2 Schedule of work for refurbishing/ decorating the hall completed. To be sent out for tender.
 - 7) Point 4 Work on the entrance to the Parish Hall due to start early/ mid July 2018.
5. **Correspondence** – nothing to report

6. **Booking Clerk's Report** – nothing to report although a message was relayed to Keith Oades that Ronnie Maidment would like to continue using Room 2000 for Variety Show rehearsals.

7. Hall Developments

- Lighting and Sound System

A quote has been received from Tony George for new LED lighting (£2157) and sound (£1265) systems. A quote was also received from Alan Hodgkinson (electrician recommended by Tony) for all necessary electrical work (£957).

Terry King felt that this expenditure was excessive considering the amount of usage the stage currently receives and felt that the hall's current finances could only allow for some of the work to be completed. The committee agreed that electrical work was necessary and should be carried out. John Stainer made a proposal that the new lighting system should be installed but the sound system delayed until such time finances allow. This proposal was seconded by David Maidment and approved by all Committee members with the exception of Terry King who abstained.

John Stainer will contact Tony and Alan to get work started. John will also contact Lorna Jones to see what options there are to raise funds for the stage and sound system (including microphones).

- Schedule of work for refurbishing/ decorating the interior of the hall has been completed. Copy sent to Terry King who will contact Paul Swann and Nathan Hamnett for a quotation.

- Stage 3 – Toilet block

Latest schedule of works supplied by John Alexander has been checked by the committee with John being made aware of any amendments. Terry King has asked for the gable and ventilator frame, both of which are rotten, to also be added to the schedule. Once updated the schedule will be sent out to at least three contactors for quoting.

- Pearl Dean Development

John Stainer has spoken with Will Parfitt about when work will start on the Hall's new entrance and confirm that work will begin mid-July 2018.

8. Fund Raising

Phase 3 – On-going.

Stage sound system – see above 7 (first bullet point).

9. Future Events

- (a) Big Breakfast booked for Sunday 29th July 2018 – Many thanks to Vanessa Hunt for speaking with Mark O'Halloran who has agreed to 'manage' a Parish Hall hosted big breakfast. Mark (who has a catering background) is meeting some committee members next Wednesday 27th June to discuss and plan the event. We would be charging around £6.00 / £6.50 for an adult breakfast. Helpers will be needed on the day.
- (b) Quiz Night – booked for the 6th October and will be run by Pat Williams and Carole King. David Maidment has produced a 'real time' score sheet on an Excel document that will be displayed on the small screen located on the stage next to the quiz masters.
- (c) Ferret Race – now confirmed for 10th November 2018. John Stainer John Stainer has spoken with Terry Moule – ongoing.
- (d) Quiz Night – provisionally booked for 26th January 2019.
- (e) Raffle for Village Fayre (8th July) – David Ayre, with the help of Pat Williams, has agreed to run the raffle but requires a gazebo. David Maidment to arrange pitch.

10. Hall Share

The next Hall Share meeting is being held at the West Down Parish Hall on the 5th July 2018. David Ayre asked if he could have help with setting up the hall with around 20 chairs and tables to suit (6.30pm for 7.00pm start). David would be supplying teas and coffees on behalf of the Hall. It would be nice if Committee members could attend.

11. Cleaning

Nothing to report.

12. Bar stocks

Terry King produced a new stock list dated June 18. Value of stock currently stands at £270.47. Lager (3 cans) and cider (24 cans) could be used at the Village Fair along with stocks of soft drinks. Keith Oades will discuss with the Green Field committee.

13. Website

Nothing to report.

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

- David Ayre confirmed he had carried out checks as per the fire inspection checklist on Saturday 9th June.
- Fire extinguisher training – David Ayre has been trying to get the shops bank details so as he can make a donation (£70) to cover the agreed 50% of cost for the fire extinguisher training. Keith Oades to remind Jan Oades to provide details,
- Terry King is reviewing the fire safety procedures for hall users – on-going.

15. New Committee Members

Ronnie Maidment had taken the 'Volunteering, a Gift to the Community' and adapted this for recruiting volunteers for the Parish Hall. As other organisations in the community were also considering using the same poster it was thought that one poster covering all organisations may be better options. Ronnie to review and present new proposal based on this premise. Vanessa Hunt kindly offered to have her details shown on the poster and she would collate details of possible volunteers and circulate to the various organisations.

16. Any other business

- Pippa Stafford asked if the Art Group could borrow half a dozen tables on behalf of the Art Group so they could provide a display of their works at the Village Fayre. This request was approved by the Committee.
- Pippa Stafford reported that the door to the invalid toilet was not closing correctly. John Stainer to investigate.
- Terry King was approached by the Post Office (Heather) for permission to install a dedicated line, at their expense, to operate their equipment. Technical problems with their current mobile internet connection has resulted in service downtime on a number of occasions. Permission was granted.

17. Date of next meeting

The next committee meeting will be held on Wednesday 25th July 2018 at 7.00pm in Room 2000.

Meeting closed at 9.05pm.