

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 28th March 2018.

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

1. Apologies for absence: Pat Williams.

2. The Minutes of the meeting held on Thursday 15th February 2018 were approved and signed.

3. Treasurer's report:

David Ayre provided a balance sheet as at 28th March 2018.

Income £1,012.57 (£7,786 bookings, £0.19 interest, £135.46 profit from Dave Edgecombe night, £90.92 Good Energy – Solar panels payment).

Expenditure £1,913.14 (£259 Cleaning, £1,080 – Thomas Wescott Accountants Audit, £122.79 New crockery and miscellaneous expenses, £230 - P & P Property Services for kitchen refurbishment miscellaneous items, British Gas - £217.45, Safety Lighting – replacement tube £3.90).

The P & P invoice of £230 of miscellaneous items was somewhat unexpected but covered work that was carried out during phase 1 of the Hall's refurbishment programme (trims for cooker splash back panel and the easing of the 'kitchen to hall' door.

David gave a copy of the Trustees Annual Report for the Year ended 30th September 2017 to all committee members present. Because we had exceeded a £25,000 income/expenditure threshold it was a more comprehensive report than normal and as such cost £1,080 to produce.

4. Matters arising from the minutes:

6) KJR invoice 198671 is still outstanding and is now at KJR director level who has since offered a 20% discount. Unfortunately KJR do not seem to understand why this invoice is dispute and that we are not prepared to pay it. Everything to do with this matter to-date has been verbal. Terry King to ask KJR to confirm, in writing, exactly what this invoices pertains to and we in turn will consider and reply if their explanation is not acceptable.

6) EMC/ Safety Lighting – since the last meeting Keith Oades and David Maidment investigated further and have been able to test the lighting themselves. One strip light (gents toilet) had to be replaced. Now all working correctly.

16) Handles on small shutter have been repositioned to allow for ease of opening/closing.

16) Good Energy had been to read the Solar Panel meters.

16) Ronnie Maidment has updated and re-typed our tariffs and terms and condition. Website and notice boards have been updated accordingly.

5. Correspondence

- Terry King had received an application form from North Devon Council for discretionary rate relief. Terry has completed and returned the form.
- Letter received from gardening club in response to whether or not the stage should be kept (see 9. Portable Stage below).
- Letter from West Down Amateur Productions that it is their intention to hold a fundraising variety show. Dates have been booked (all day) for the 30th, 31st August, 1st, 2nd September 2018. Whilst these are full day bookings other users have slots booked during the day which

we will work around to ensure they are not inconvenienced. Beneficiaries of takings from this event to be confirmed.

6. Booking Clerk's Report

- Keith Oades reported that bookings were going well with two new bridge clubs and another line dancing group having recently taken up regular bookings.
- Keith mentioned that all regular hall users now have a key and invoices are being pinned to the noticeboard.
- The Post Office is still having problems with their internet connection. Whilst February invoice is still outstanding, it was agreed to send Colin a nil value invoice for March as a goodwill gesture.
- The Braunton Young Farmers are having a big breakfast event on Monday 2nd April.
- Keith has received feedback from various hall users concerning the water heater for washing dishes (see 7. Hall Developments).
- Next month's meeting agenda to include the reviewing of hall users "terms and conditions".

7. Hall Developments

- Outside - thanks to the work party that, in extremely cold and windy conditions, tidied up the outside of the hall cutting back hedging and shrubs which John Stainer kindly incinerated.
- John Stainer has asked Josh Clarke about laying a pathway running down the north side of the hall but to date has not received a quote, although it had been mentioned they had 60-70 second-hand paving slabs. As the gutters still need cleaning out, Terry King mentioned a company (Gold Coast Window Cleaning) that can clean out the guttering as well as cleaning the solar panels using the correct type of cleaning solution. It was agreed he should get a quote for cleaning both.
- Woodworm treatment to the infected area under the stage is to be carried out on 29th March.
- Keith Oades has had some feedback from hall users that the water heater for washing dishes is inadequate as it only produces enough hot water for a quarter of a sink. It was mentioned that it had been adequate for many years and that people maybe were not using the dishwasher as much as they used to. John Stainer offered to get a quote for a high capacity water heater.
- The catch on the bi-fold door in the Servery area had come away but Nathan had since rectified.
- It was felt we needed to revisit the phase 3 toilet extension plan when considering the stage refurbishment.

8. Car Parking

- There had been an issue with workmen from the Pearl Dean development not parking within the agreed area and instead congesting the area set aside for hall users. John Stainer has discussed the matter with Will Parfitt (Acorn) and since then a 40mm 'topping' has been added to the hard-core area and the fencing removed to make parking in this area accessible. The 'topping' has been rolled once and is due to be rolled again. John Stainer to thank Will on behalf of the Parish Hall.
- The side access and entrance to the Hall is due to be worked on mid-April.
- It was mentioned that the grit bin may need re-siting.

9. Portable Stage

A notice was put out in February's shop newsletter asking villagers for their opinion on whether the stage should be kept or replaced with a portable unit with answers to be received by the end of last week. Response has been very low. Those who made a comment (WI, Gardening Club, R. Watts, T. Hewitt) all felt the current stage should be kept. As the responses received were 100% to keep, Terry King proposed that we do not go forward with a portable stage and retain the current stage and have it refurbished. Keith Oades seconded this proposal and was unanimously approved by the Committee. With this in mind, Ronnie Maidment has been asked for a list of

refurbishment proposals in time for an informal meeting to be held at the Parish Hall on 7th April at 10.15am. A redecoration plan of the complete hall will be discussed at the same time.

10. Fund Raising

On-going.

11. Future Events

- (a) Rick Tucker – the 3rd of March booking was cancelled due to poor weather and re-booked for 7th April. Advertising all done. Tickets that had been sold for the original date could be carried forward to the new date or refunded. It was estimated that 50 tickets had been sold for the new date. David and Ronnie Maidment will run the bar; David Ayre (tea and coffee) and Pippa Stafford (cakes) will provide refreshments. David and Ronnie have a small stock of nibbles that they will bring along. David Ayre will be running the raffle and manning the door. Ronnie will produce a price list for the bar. The doors will open at 6.45pm.
- (b) Beetle Drive – John Stainer has produced a poster which is shown on the website and mention has been made to the event in the latest shop newsletter. As some people are unaware of the rules, Ronnie Maidment will put the instructions on the website.
- (c) Big Breakfast – to be arranged for July Bank holiday after seeing how the Young Farmers 'Big Breakfast' event due for the 2nd April goes – ongoing.
- (d) Quiz Night – Booked for the 6th October and will be run by Pat Williams and Carole King. As a number of complaints were made with the scoring at the previous quiz night, David Maidment suggested maybe using the projector connected to a laptop displaying an Excel spreadsheet on a screen with 'real time' scores.

12. Hall Share

The next meeting is due for 9th April 2018 at Bishops Nympton. David Ayre is hoping to attend.

13. Cleaning

Nothing to report.

14. Review Nikki Oggiano's Wages

David Ayre to check back on last review and advise committee – ongoing.

15. Bar stocks

- Terry King circulated a list of current stocks to all Committee members present. The value of alcohol is high at £422.98 but this includes drink for the Rick Tucker night (due 7th April) as well as taking advantage of a Tesco special 25% discount offer that will be used for the Beetle Drive/Cheese and Wine night. We still need to purchase cans of cider for the Rick Tucker night. Terry and David Maidment buy.
- The 17x mixer size bottles of Tonic water that were due to go out of date were bought by Terry King.

16. Website

Nothing to report.

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

- David Ayre was given the updated fire inspection checklist form for completion on the dates/time as stated therein.
- Fire extinguisher training – we are still waiting on the Community shop to decide when training should take place.
- Terry King has still to review and update the current Fire Safety Procedures for Hall Users.

18. New Committee Members

As Tony Miller is still waiting for a response from the school regarding a recruitment poster it was decided that he, with the help of Ronnie Maidment, will come up with their own poster for approval by the committee. Terry King to include a notice in the Shop's next newsletter.

19. Any other business

- David Ayre, with the help of David and Ronnie Maidment, had produced an inventory listing of all Hall stock at the last meeting. The last time an inventory was produced was some 7 years ago and it was evident that some items needed 'topping up' and as such 36 x dinner plates, 24 x side plates and 24 x cups were purchased. We now have a minimum stock of 100 sets of crockery.
- David has now attributed values to this inventory for Insurance purposes and has been calculated at £16,300 which is very close to the £17,243 currently covered by our insurance policy. However, this did not include the new projector and screen (value of £1,000) and curtaining throughout the hall. It was decided to revisit this valuation nearer the time of our insurance renewal in October 2018.

20. Date of next meeting

The next committee meeting will be held on Thursday 26th April 2018 at a new adopted time of 7.00pm in Room 2000.

Meeting closed at 9.08 pm.