

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Tuesday 29th May 2018.

Present: Terry King (Chairman), John Stainer (Vice Chairman), Keith Oades (Booking Clerk & PC), Ronnie and David Maidment (Secretary), Pat Williams and Tony Miller

Guest: Vanessa Hunt

1. Apologies for absence: David Ayre (Treasurer), Pippa Stafford (WI)

2. The Minutes of the meeting held on Wednesday 26th April 2018 were approved and signed.

3. Treasurer's report:

Although David Ayre was not present at the meeting he emailed, in advance, a balance sheet as at 29th May 2018 to all Committee members.

Income £857.41 (£525 bookings, £0.22 interest, £250 West Down Parish Council Grant, £82.19 Solar Panel Payment).

Expenditure £614.95 (£271 Cleaning, £15 table foot inserts, £103.45 South West Water, £50 Devon Communities Together subscription, £165 Gold Coast cleaning, panels, gutters, windows, £10.50 Keys and stationery)

As Gold Coast had done an excellent 'first' clean of the windows, panels and gutters it was decided to ask them to clean the halls windows every 2 months at a cost of £20. Terry King to arrange.

Awaiting final figures for the Beetle Drive evening from John Stainer.

4. Matters arising from the minutes:

4) 6) KJR invoice 198671 is still outstanding. Terry King has written to KJR explaining the Hall's position with regards to non-payment of this invoice. Terry received an unsatisfactory short email in response. He has also received an email from KJR accounts asking when we are going to pay this invoice. In an effort to try and resolve the issue Terry managed to contact Paul Allen (KJR Sales Manager) regarding this invoice and the problems with the stainless steel cupboard (buckled shelves) in the kitchen. Paul said he had some information he couldn't recall exactly what it was and would get back to Terry which up to now he has not managed to do. Terry has left messages for Paul to ring him but to-date has not done so. The Management Committee agreed that we would pay this outstanding invoice once the issue with the stainless steel cupboard issue has been adequately resolved. Terry to write to KJR accordingly but should send a copy to the Management Committee for approval.

7) Woodworm under stage was treated on 10th April – still awaiting invoice.

7) John Stainer is still waiting for a reply from Josh Clarke regarding pathway and grass cutting. John will check with David Ayre to see if he has heard anything.

7) John Stainer is still investigating a replacement water heater for the kitchen sinks.

5. Correspondence

- Terry King received confirmation from North Devon Council that we had received our Discretionary Grant Relief for Business Rates and as such we have nil rates to pay.

- David Maidment received a letter from North Devon Council concerning amended design layouts to plots 11 and 12 on the Pearldean Development (siting of garages). This will not affect the Parish Hall in any way and as such no action required.

6. Booking Clerk's Report

Keith Oades reported as follows:

- Morris Dancers do not hire the hall during the summer but will be back in September.
- Last Post Office invoice (April) still outstanding. May's invoice will be given to them next week.
- In general, settlement of accounts has been very good except for the Post Office.

7. Hall Developments

- We had a meeting with Tony George 3 weeks ago regarding lighting/sound for the stage. Tony said he would get back to us with an idea of costs. John Stainer will check how far Tony has got. It would be nice to have sorted in time for the Variety Show at the end of August.
- David and Ronnie Maidment to produce a schedule of works for the refurbishment/decorating of the inside of the hall.

Stage 3 – Toilet block

- Terry King has contacted John Alexander who will continue to help with the design aspects and has produced an updated plan and schedule of works which were made available for this evening's meeting. The Management Committee to meet on Tuesday 5th June at 3pm at the Parish Hall to check this plan/schedule for correctness.

Pearl Dean Development

- The entrance to the new development has now been tarmacked and John Stainer will contact Will Parfitt to discuss what is happening to the Hall's entrance.

8. Fund Raising

Ongoing for Phase 3.

9. Future Events

- (a) Big Breakfast (provisional date 29th July) – Dave Maidment spoke with Lisa Tossle who, unfortunately, is unable to help stage this event due to existing business commitments. Vanessa Hunt has kindly offered to speak with Sue Bond/Mark (who is in catering) to see if they might be able to help stage the event.
- (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 and is working with Keith Oades on ways for it to be displayed at the quiz. It was agreed that the Hall would not supply nibbles for this event.
- (c) Ferret Race – provisionally booked for 10th November 2018. John Stainer to check with Terry Moule if he is available..
- (d) Quiz Night – provisionally booked for 26th January 2019.
- (e) Raffle for Village Fayre (8th July) to be arranged by David Ayre (if willing).

10. Hall Share

The next meeting will be held at West Down Parish Hall on Thursday 5th July 2018 – as this is a 'home' venue, hosting arrangements are to be discussed at the next management committee meeting.

11. Cleaning

Nothing to report.

12. Bar stocks

Terry King produced a new stock list 'post' Beetle Drive event. Value of drinks down to £278.27. Some drinks are coming close to their best before date but it was thought these could be used at the Village Fayre on the 8th July.

13. Website

Nothing to report.

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

- David Ayre to carry out his monthly check, as per the fire inspection checklist.
- Fire extinguisher training – this took place on Thursday 17th May at AFS (Mullacott) in conjunction with the West Down Community Shop. Terry King, Keith Oades, John Stainer Pippa Stafford attended on behalf of the Parish Hall. It was considered a worthwhile exercise and costs (£140) would be shared 50/50 with the Community Shop in the form of a £70 donation to Shop – action David Ayre.
- Terry King is reviewing the fire safety procedures for hall users – on-going.

15. New Committee Members

Tony Miller had produced four recruitment poster options for consideration. The committee liked the 'Volunteering, a Gift to the Community' poster – Tony to send a pdf file to Ronnie Maidment who will try to adapt for the Parish Hall.

It was suggested that Committee Meeting dates should be shown on the website.

16. Any other business

- A customer has asked if they can have a recreational vehicle parked overnight in the Hall's car park on 7th July 2018 for an event taking place in the Hall. It will be removed on 8th July. No objections were made.
- There is a chance that the school's yearly dinner for elderly West Down residents will clash with a WI meeting on the 13th December 2018.
- Gail Mistlin has asked to borrow 3 or 4 tables on 16th June 2018 in return for a small donation. Approved by Committee.

17. Date of next meeting

The next committee meeting will be held on Wednesday 27th June 2018 at 7.00pm in Room 2000.
Subsequently bought forward to 20th June 2018

Meeting closed at 9.00pm.