

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 19<sup>th</sup> September 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, Tony Miller, Ronnie Maidment.

**Guests:** Vanessa Hunt and Gaynor Isaac.

**1. Apologies for absence:** None – all committee members present.

**2. The Minutes of the meeting held on 25<sup>th</sup> July 2018** were approved and signed.

**3. Treasurer's report:**

- David Ayre provided a balance sheet as at 19<sup>th</sup> September 2018. Income £1925.74 (£1233 bookings, £0.52 interest, £8.00 Misc. overpayment, £11.92 Western Power Wayleave, £220.03 Good Energy – Solar Panels March to June, £452.27 Big Breakfast profit). Expenditure £4202.05 (£718 Cleaning, £2202.97 Stage lighting, £1106 Electrical works, £74.19 British Gas, £100.89 EDF Electricity).
- David reported that the annual Building and Contents insurance was due for renewal by 7<sup>th</sup> October. Allied Westminster had quoted £937.41 per annum for a 3 year agreement (premium is lower than 2017). They had also quoted for 1 years cover at £985.70. The Committee agreed to the 3 year agreement in principle, however, the contents valuation needed to be increased. Current contents cover stands at £17829 and a recent valuation of the halls assets worked out at £16,300 plus £1000 for the new projector and £2202 for the new stage lighting. These valuations along with the impending sound system upgrade meant we would be under insured. Tony Miller asked if David would check with Allied Westminster as to what their next value threshold level would be and suggested a value of £25000 be considered.

**4. Eric Knott**

It was with great sadness that Eric had recently passed away. He was a member of the Parish Hall Management Committee for 60 years spanning from 1957 to 2017. He will be greatly missed. All committee stood and applauded in a sign of respect. Pat Williams proposed that we should have a plaque made and displayed at the Parish Hall in memory of Eric – all Committee Members agreed.

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

- 4) 6) KJR invoice 198671 is still outstanding. It was agreed at our last meeting that this invoice would be paid when the shelves for the COSHH cupboard had been replaced. The shelves have now been replaced but Terry King is still trying to contact Paul Allen to try and reduce the invoice amount.
- 4) 7) John Stainer still to see Josh Clark regarding grass cutting and payment frequency and will ask him to contact David Ayre on the matter.
- 4) 7) John Stainer is still investigating a replacement water heater for the kitchen sink – action started and on-going.

10) Big Breakfast event held 29<sup>th</sup> July – many thanks to Mark O’Halloran and Sue Bond for their splendid efforts in heading a successful event. At times it was an incredibly busy and there were some suggestions to lighten the load on Mark and Sue who, initially, were the only people in kitchen. Some items such as tea/ coffee making, toast and washing up could be delegated to others to allow Mark and Sue to concentrate on the cooking/ plating up.

17) 1) Grit Bin – see ‘any other business’.

## 6. Correspondence

- John Stainer had received 3 x safety compliance certificates from Alan Cornerways for the recent electrical work carried out in the Hall – these were given to David Ayre for filing.
- Terry King had received a letter from North Devon Council regarding Consultation on Revised Licensing Act 2003 – Statement of Licensing Policy. As the deadline for any input had expired no further action was possible.

## 7. Booking Clerk’s Report

Nothing to report although Keith Oades mentioned that the key-safe system for non-keyholding users was working well and that the current methods of invoicing was also operating well.

## 8. Hall Developments

### Main Hall Area

Stage repairs and enlargement of the storeroom door had been completed although they will need painting.

### Redecorating of inside of hall

Terry King had contacted Phil Beaver who, in the past, had redecorated the Community Shop. Phil is away on holiday at the moment but will contact Terry on his return. Pat Williams knows of a decorator and she will contact him to see if he is interested. John Stainer said that we should get three quotes before proceeding.

### Budgets

David Ayre commented that some of the works that have recently been completed came in above budget and that maybe more care should be taken in future.

### Outstanding

Work to the two external doors to the stage and storeroom are still to be completed. We have a cost for upgrading the sound system and we are in the process of obtaining quotes for redecorating. When all costs are known we can identify funding sources.

### Stage lighting

David Maidment asked the question as to whether the new stage lighting should remain in situ or be taken down and stored away when not in use. Taking the lights down for storage is not a difficult task and takes about an hour. A similar amount of time is needed to re-assemble. The general consensus was for it to be stored away but nothing should be done until Tony George had completed any outstanding work (i.e. labelling up and finishing connection box). Thought would need to be given as to where the lights should be stored.

### Stage 3 – Toilet block

On-going – Terry King still to have a meeting with John Alexander to finalise specification. John Stainer will talk with North Devon Council about 106 monies from the Peal Dean development. The Hall is one of a number of named benefactors of this money that will be used to fund the new toilet facilities. John wants to make sure NDC do not use this money for other projects.

## 9. Hall's Car Park

Acorn are behind with the development of the Pearl Dean Estate and as such are behind with the Halls entrance. In addition there has been no response from Acorn regarding the hard core car parking area to on the south side of the hall. John Stainer is intending to have a meeting with Acorn directors and their site manager, Will.

John suggested making the entrance to the hall 1ft wider. This may make pedestrian access easier and safer. One drawback would be a 1ft gap between the gates when in a closed position. This was not thought to be too much of a problem as the gates are seldom closed and if they were closed they could be chained up. Alternatively the gates could be extended by six inches (x2).

## 10. Fund Raising - On-going

## 11. Future Events

- (a) Quiz Night – booked for the 6<sup>th</sup> October and will be run by Pat Williams and Carole King – This will be called the 'Autumn' Quiz Night and will follow the same format as the Annual Quiz Night. There will be teams of six on thirteen tables with tickets going on sale in the shop at £6.00 per person. Details now shown on the Community website – Keith Oades will put up posters in the Hall and the outside noticeboard and it will be mentioned in the latest newsletter. Some laminated posters will be needed for outside display (Ronnie Maidment to laminate). David Maidment and Keith Oades are in the process of devising a 'real-time' scoring system that will be projected onto a screen which should hopefully eliminate some of the scoring issues from past quiz nights. Pat Williams has 6 wooden spoons and six bottles of wine for the winners will be taken from the hall's bar-stock. Ronnie Maidment to purchase 6 bars of chocolate for the team with the best name. We need a volunteer to run the raffle. Note – we will not be providing nibbles this time round... this is a 'bring your own drink/nibbles' evening.
- (b) Ferret Race – confirmed for 10<sup>th</sup> November 2018. John Stainer has spoken with Terry Moule – action started and ongoing. David and Ronnie Maidment have offered to do the bar.
- (c) Quiz Night – provisionally booked for 26<sup>th</sup> January 2019 – ongoing.
- (d) Christmas Dinner – Mark O'Hallaron and Sue Bond have suggested putting on a dinner around the Christmas period. Terry King to discuss further with Mark and Sue.

## 12. Hall Share

The next Hall Share meeting in October is at West Buckland although there was a query about the date – either the 4<sup>th</sup> or 9<sup>th</sup> October – David Ayre to confirm.

## 13. Cleaning

Nothing to report but Nicky seems to be doing a good job.

## 14. Bar stocks

Terry King reported that the bar stocks were unchanged from last month and that all we had in stock was wine and spirits so no impending sell by dates.

## 15. Website

Nothing to report.

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

- Recently the safety lights/ signs were powered down to check if they were working correctly. The light in the men's toilet did not function correctly and would need to be replaced. Keith Oades offered to sort.
- David Ayre had not checked the fire extinguishers as they were checked on 11<sup>th</sup> September by AFS during their annual inspection.
- Sue Ayre had kindly checked through our first aid kit at the same time replacing any items that were out of date.
- David Ayre to check the carbon monoxide alarms after tonight's meeting.

**17. New Committee Members**

Recruitment of new committee members is on-going. We were pleased that Vanessa Hunt and Gaynor Isaac had attended this evenings meeting as guests.

**18. Any other business**

- It has been mentioned on a number of occasions that the kitchen floor gets very slippery when people are working in the kitchen. This is a possible safety hazard and the Committee has asked David Maidment (Secretary) to write to Paul Swann, who proposed the floor specification in the first place, for comment.
- John Stainer has suggested a working party is organised for clearing up around the outside of the Hall and reposition the grit bin to an appropriate position (currently stored around the back of the hall). It was also mentioned that the two hinges on the bin need replacing.

**19. Date of next meeting**

The next committee meeting will be held on Wednesday 24<sup>th</sup> October 2019 at 7.00pm in Room 2000.

Meeting closed at 8.50pm.