

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 13th February 2019

Present: Terry King (Chairman), John Stainer (Vice Chairman), Keith Oades (Booking Clerk & PC), David Ayre (Treasurer), David Maidment (Secretary), Pete McGahran, Pat Williams, Vanessa Hunt, Gaynor Isaac.

1. Apologies for absence: Ronnie Maidment, Pippa Stafford

2. The Minutes of the meeting held on 9th January 2019 – were approved and signed.

3. Treasurer's report:

David Ayre provided a balance sheet as at 13th Feb 2019.

Income: £902.79 (£614 bookings, £1.11 interest, £253.90, The Crown Website fee £25, donations £20, Profit from quiz £242.68)

Expenditure: £712.30 (£284 N Oggiano cleaning, £21.58 cleaning materials, £22.46 picture frame, £164.40 audit fees, £365 new stage back door, £210 grass cutting 2018, £70 boiler service, £20 window cleaning)

4. Matters arising from the minutes:

4) 5) 4) 6) KJR invoice 198671 is still outstanding – as we have had no response from KJR it was assumed they are no longer pursuing payment and whilst no credit note has been received we are considering the matter closed.

4) 5) 4) 7) David Ayre has now received an invoice Josh Clarke for 2018 grass cutting (£210). Josh also provided a quotation for 2019 of £40 per cut for a maximum of 12 cuts which was approved unanimously by the committee.

4) 18) Kitchen floor – see 12 - Cleaning

4) 18) John Stainer to arrange a working party for a clean up to the outside of the hall in the New Year – ongoing

4) 17) Central heating boiler now serviced. A stainless steel flue guard required – these cost around £30 and just needs to be screwed to the outside wall. David Maidment to buy and fit.

17) David Ayre has taken the old floor polisher to the local refuse tip.

17) David Ayre had one of the aerial photos framed that will be displayed in Room 2000. The other framed aerial photo with two other from Room 2000 will be displayed in the Eric Nott room. David Maidment to buy Commando hooks and display.

17) Ronnie Maidment has found a drip tray that was reasonably priced at £22.99 + vat. One tray was not thought to be big enough so two trays will be bought and put side by side.

17) Skittle Alley – a number of ideas came from the recent Marwood Hallshare meeting but unfortunately they were considered unsuitable. Vanessa Hunt and Pat William will visit and installation in Teignmouth – Terry King will get details from supplier along with a contact telephone number.

- 17) Pippa Stafford is working on the Eric Nott ceramic and wooden plaques – ongoing.
- 17) Ronnie Maidment to laminate latest price list (2 off) for display in the Parish Hall and update the website.

5. Correspondence

- Terry King had received a letter and forms from North Devon Council to apply for Discretionary Rate Relief. Terry completed these forms and returned to NDC at the same time advising them of the hall hire charges that were on the website.
- David Ayre received a letter from British Gas Solar offering a free visit for precautionary checks on our Solar Panels. It was agreed to take up this offer and David will arrange.
- David Ayre received a letter from North Devon Council confirming their booking on 2nd May 2019 for the District and Parish elections. The usual charge of £250 for the hire of the hall will apply.

6. Booking Clerk's Report

Keith Oades had nothing to report apart from the lady who takes the dog training lessons on a Sunday complaining about wood shavings on the floor when she last used the hall. This may have been down to some carpentry work for the stage lighting. As she has complained previously about the floor being dirty various committee members offered to check the floor on a Sunday prior to her classes.

7. Hall Developments

Toilet Block

Terry King to make further contact with John Alexander to progress new building schedule/ drawings

Decorating

3 quotes now received,

Ross Davidson - £3,420 plus materials and hire of tools and Jacksons Finishes - £3790 including paint were both considered very high and as such would not be considered.

Jake Howard was given the latest decorating schedule and revisited the hall. After careful consideration he requoted at £2650 using better quality paint and included all materials (was £1,960). Jake assured Terry King that this was a firm price.

As the hall had sufficient finances it was unanimously agreed by the committee for Jake to decorate the hall – Terry to arrange. There have since been two additions to the decorating schedule - new primed (by Nathan) stage back door (currently stored in Terry Kings shed) to be painted and boxing around the stage lighting wiring – these were not included in Jakes quote and as such will incur an additional cost.

A separate meeting will need to be convened to decide colour schemes.

Terry to write to Ross Davidson and Jacksons Finishes to thank them for quoting.

Stage Fire Escape Door (rear)

Nathan Hammett has made the new door and has checked that it fits OK. Whilst it has to be primed it will need painting. This is to be done by Jake Howard – see 7) above.

Kitchen roof

It had been reported that there was a leak coming from the flat roofing area above the kitchen with water coming through one of the emergency lighting units and dripping onto the floor.

Nathan Hammett investigated and found that some roof tiles on the main hall roof adjoining the kitchen roof had slipped and that some roofing felt may need replacing.

Whilst on the roof Nathan checked the guttering and number of blocked down pipes. He cleared as much as possible but the down pipes located at the south east and south west corners of the hall would need further investigations as blockages appear to be below ground level. Cost of work so far is £200.

Inspections due

- David Ayre reminded the committee that the 5 yearly electrical safety tests were due in April. David will contact Cornerways (contractor who recently did some rewiring of the hall around the time of last year's Variety show). He will also ask Cornerways to quote for PAT testing portable appliances in the hall.
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- The flat roof inspection required by our insurance company is due to be done in October of this year. Terry King will ask Nathan Hammett to do this whilst looking for leaks and fixing tiles (see kitchen roof above).

8. Hall's Car Park and Roadside Entrance to Hall

Car Park

Terry King and John Stainer had a meeting on 13th Feb with Mark Thomas (Acorn Director) and Will Parfitt (Site Manager) to discuss how the car parking area was to progress. Terry reported as follows:

- Acorn would even out the current stones and add a layer of Type 1 chippings and roll it level. This would give us a smooth porous finish which would be suitable for driving and walking on. It will be a red colour.
- The manhole will be raised to be level with the surface.
- In order to make sure that water will not flow through Stuart's wall, the membrane and stones will be removed from a strip about a meter wide along the length of the wall. This area will be filled with topsoil and seeded with grass. Acorn will discuss this with Stuart.
- The stones and membrane that are removed will be used to extend the car park further towards the gate where it is muddy at present.
- Where necessary the gaps behind our new wall will be infilled. Two plastic pipes will be let into the ground to stand the Post Office sign in.
- The gaps between the new walls and the tarmac will be infilled. The raised concrete strip across the entrance will be removed and the entrance area surfaced with tarmac.
- The metal gate posts will be suitably positioned to hang gates on.
- The weeds and soil on the road against our boundary wall will be removed.
- They expect to vacate in three months.
- All the foregoing to be paid for by Acorn with no cost to the PH.

The committee were very pleased with these proposals and look forward to seeing how they progress over the coming months.

Entrance to Hall

John Stainer got an estimate of £1600 from Paul Candy for new metal gates – modifying the existing gates and new gates to be considered at some time in the future. They will remain in their current format for the moment.

John suggested removing the stone wall located on the left hand side as you exit the car park. A number of cars had hit this wall over the years and was deemed by some to be slightly awkward to negotiate. To do this the tree close to the wall would need removing as its roots would be revealed; the area could then be contoured to blend in. Whilst John made a proposal that was put to the vote and carried, a number of committee members were in favour of a counter proposal made by Vanessa Hunt who thought removing the wall was extreme. She suggested keeping the wall (and tree) but make it more prominent by painting it white and adding other features (e.g. posts). This was proposed and put to the vote where 5 committee members were in favour and 4 members abstained – Vanessa's proposal was accepted. Thought to be given on how to make the wall more prominent. John had concerns that painting the wall white would make it look messy and felt that it would spoil the appearance of the newly created entrance. John also mentioned that the tree would need pruning in the near future as branches would soon be fouling some overhead cabling.

9. **Fund Raising** – still waiting on a schedule of works from John Alexander for the new toilets that will allow us to obtain building quotes – on going Terry King.

10. **Future Events**

Rick Tucker – David Ayre has booked Rick for the 30th November. Final arrangements on-going.

Ferret Race – John Stainer has reserved Terry Moule for the 16th November – to confirm booking. Final arrangements on-going

Jose and the Hot Dogs – John Stainer had contacted Jose and is awaiting a response. It was also mentioned that the Community shop was also trying to arrange a similar fundraising event. There was a suggestion that the Community shop might like to co-host this event with the Hall and save on the Halls charges. John to discuss with Sam Mantle the shop's manager.

Musical Bingo – Vanessa Hunt and Ronnie Maidment still investigating – provisionally booked for 23rd March 2019 but the date may have to change.

Village Treasure Hunt and Bar-B-Que – arranged for Sunday 2nd June. Pat Williams has prepared the Treasure Hunt questions but the BBQ still needs to be arranged. Keith Oades has advised the lady that uses the hall for dog training classes on a Sunday that the hall will not be available.

Village Fayre – arranged for Sunday 7th July – David Ayre and Pat Williams will run a raffle on behalf of the Hall. Pat asked that a banner/ poster be produced so that people buying tickets would clearly see that any proceeds raised would go towards the running of the Parish Hall.

Christmas at West Down – it had been suggested that this event could be 'dovetailed' with other events going on in the village around the same time. This can be discussed at the next Village Forum meeting being hosted by the Parish Council in the near future. Also a suggestion was made to generate interest by staging a Christmas Cracker design competition. Final arrangements to be made by Gaynor Isaacs and John Stainer - on-going.

Big Breakfast - to be considered for the end of July/early August – Terry King has contacted Mark and Sue Bond who are happy to cook for a big breakfast but cannot commit at the moment as Mark has just started a new job.

12. **Cleaning**

The hall kitchen floor was looking very dirty even though it was being cleaned with a proprietary cleaning product and there had been a few complaints that the floor was slippery when wet. David Maidment spoke with the person that had supplied and laid the vinyl floor (David Groundsell) and it was decided to try out a deep clean. North Devon Floors recommended and supplied some Altro 44 which David and Ronnie Maidment applied with a scrubbing brush at the same time mopping up the dirty residue. The result left an excellent finish and it was decided by the committee to have the floor deep cleaned every 3 months. Terry King to arrange a meeting with Nicky Oggiano. A price of £20 per clean was suggested.

13. **Bar stocks**

Terry King updated the bar stock listing. 6 bottles of wine had been used as prizes for the January Quiz night. Vanessa hunt will buy the 12 cans of Diet Coke (that are nearing their expiry date) for £5 and David Maidment bought the orange juice (also nearing its expiry date) for £1. All other drinks in stock have reasonably long expiry dates.

14. **Website**

Nothing to report.

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

David Ayre to carry out before next meeting (received email 14.2.19 confirming that checks had been done).

Keith Oades 'ran down' the emergency lighting, recharged and checked – all was in working order.

16. New Committee Members

Nothing to report

17. Any other business

Nothing to report

18. Date of next management committee meeting

20th March 2019 at 7.00pm in Room 2000.

Meeting closed at 9.25pm.