

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 9th January 2019

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

1. **Apologies for absence:** No apologies as all committee members were present.
2. **The Minutes of the meeting held on 19th Sept 2018** – Vanessa Hunt picked up on an error on 10 (c) – Mike should read Mark. Minutes were amended by hand then approved and signed.
3. **Treasurer's report:**
David Ayre provided a balance sheet as at 9th January 2019.
Income: £971.44 (£945 bookings, £1.44 interest, £253.90, Dune Cottages Website fee £25).
Expenditure: £712.30 (£570 N Oggiano Cleaning, £122.30 cleaning materials, £20 Window Cleaning).
4. **Matters arising from the minutes:**
 - 4) 5) 4) 6) KJR invoice 198671 is still outstanding – ongoing Terry King
 - 4) 5) 4) 7) David Ayre has spoken with Josh Clarke regarding grass cutting cost taking into account reduced amount of cutting due to bigger car parking area and only 7 cuts having taken place during 2018 – David suggested a figure of £30 per cut – waiting on response from Josh. Josh also to quote for grass cutting and strimming for a maximum of 12 visits between March and November.
 - 4) 18) David Maidment had contacted David Groundsell who laid the kitchen floor covering. David G was of the opinion that the floor may need a deep clean and would seek advice from the floors manufacturer. Terry King to find out what floor cleaner is currently being used – ongoing.
 - 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) David Maidment trying to contacted Proheat to service the central heating boiler.
 - 17) David Ayre had no luck with finding someone who might be interested in the floor polisher through Hall Share. It was proposed that the cleaner be consigned to the local rubbish tip – all committee members were in agreement.
 - 17) David Ayre brought along three aerial photos of the village (current owner did not want them). One was of the Old Rectory (circa 1960) which would be offered to the Church (David to see David Ravenscroft). The other two photos will be hung up in the hall although one needs to be framed.
 - 17) Ronnie Maidment trying to find an alternative drip tray for the kitchen's wall mounted water boiler – ongoing.
 - 17) Skittle Alley – Pat Williams and Vanessa Hunt were happy to visit an installation in Teignmouth but would need a lift. However, it was decided to wait on David Ayre's enquiries through the Hall Share before making any arrangements.
 - 17) Pippa Stafford is working on the Eric Nott ceramic and wooden plaques.

5. **Correspondence** – David Ayre had received notification that our application to have a one off payment instead of an annual wayleave payment had been turned down.

6. **Booking Clerk's Report**

Keith Oades advised that our income will be down as a result of losing the two bridge clubs that were using the halls facilities. The Thursday club had folded and the Monday club were asked to leave by Keith as they were causing a problem with parking and had little regard for other hall users.

7. **Hall Developments**

Toilet Block

Terry King had contacted John Alexander who had been busy with other commitments but was hoping to work on the new building schedule/ drawings over the Christmas/ New Year period. A couple of weeks was mentioned so we are hoping to see something fairly soon. As soon as the schedule/ drawings are received we will, due to urgency, convene an extra-ordinary meeting to discuss and plan ahead.

Decorating

Two quotes already received (Ross Davidson - £3,420 plus materials and hire of tools and Jake Howard - £1,960 using Dulux trade paint). The painting schedule has been updated and given to Steve Jacksons of Jackson's Finishes who visited the Hall on 8th January 2019. We hope to have a quote next week (w/c 14th January). Steve estimated it would take 2 men two weeks to complete. His quote will include materials and any equipment.

Stage Fire Escape Door (rear)

Terry King reported that the stage fire escape door sometimes didn't close properly. This had worsened to a point that it wasn't closing at all and as such the catch had to be adjusted by Nathan Hammett. Nathan has also quoted for replacing this door as follows:

- White UPVC with black finish on the interior side - £1080
- White UPVC - £859
- Like for like replacement wooden door - £365

The UPVC options were considered too expensive and as the current wooden door had lasted for many years Terry proposed it should be replaced with a new wooden door – all committee members were in agreement. Note: It was agreed that the committee members would paint the door before it was fitted to make sure that it was weatherproof.

Car Parking

Terry King had a chance meeting with Mark Thomas (Acorn Director) on Monday of this week. Whilst Mark was aware of John Stainer's emails about developing/ upgrading the car parking area he was not aware of their content. Terry had the impression the Mark thought the upgrade to the roadside entrance was enough to cover any inconvenience (caused by workers cars). He was aware that the rainwater flowing into Stuart Bryant's property but this is something the Hall would have to resolve.

Terry explained to Mark that the Hall was only expecting Acorn to use the car parking facilities for around 3 months which has actually turned out to be over a year and as a result the Hall had lost revenue as one of our Hall users (Monday Bridge Club) could no longer be accommodated due to lack of parking spaces.

A meeting is planned for next week with Mark Thomas and Will Parfitt (who is returning from holiday) to establish exactly what Acorn will agree to.

John Stainer pointed out that there would be little difference in cost between making good the car parking area as suggested and converting it back to the original grassed area. Consideration still needs to be given to water running into Stuart Bryant's property after heavy rain.

It was also noted that the new entrance to the Hall was always part of Acorn's original planning application.

Roadside Entrance to Hall

New entrance to the car parking area was progressing well. Decision still to be made on gate configuration as the width between the two posts has increased and as such will leave a gap when in the closed position.

8. Hall's Car Park

Ongoing – see 7) Car Parking.

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

10. Future Events

Quiz Night – booked for 26th January 2019

Forms are now down in the Community shop. Advertising now shown on website and to be mentioned in next newsletter. Pete McGahran has kindly offered to laminate 6 x posters and put them up in the village.

David Ayre has asked for raffle prizes.

Pat Williams has the wooden spoons for the losers and 6 bottles of wine for the winners will be taken from the Halls bar stock. Vanessa Hunt will buy six bars of chocolate from the Community shop for the team with the best name.

Dave and Ronnie Maidment will not be attending this event therefore alternative arrangements need to be made for scoring. Ronnie offered to produce a score sheet for Pat Williams.

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 has made contact and waiting for confirmation – to be arranged for around Spring time 2019.

Musical Bingo – Vanessa Hunt and Ronnie Maidment to investigate further – provisionally booked for 23rd March 2019.

Village Treasure Hunt and Bar-B-Que – Pat Williams to investigate further – suggested dated Sunday 2nd June 2019. (Afternoon dog training to be advised hall will not be available – action Keith Oades).

Village Fayre – has been arranged for Sunday 7th July – David Ayre and Pat Williams run a raffle on behalf of the Hall.

Christmas at West Down – to be 'dovetailed' with other events going on in the village around the same time. Gaynor Isaac and John Stainer to arrange a party in the hall on the 7th December. Final arrangements on-going.

Big Breakfast to be considered for the end of July/ early August – Terry King to discuss with Mark and Sue Bond.

11. Hall Share

Next meeting is scheduled for the 15th January 2019 at Marwood Village Hall (close to Marwood School). Vanessa Hunt, Ronnie Maidment and Terry King have said they would like to go and David Ayre will arrange to collect them. Items to discuss – skittle alley and VAT on new builds.

12. Cleaning

Nothing to report.

13. Bar stocks

Bar stocks unchanged from last meeting however there are 12 cans of diet coke that are approaching their April sell-by date as is a 1 litre carton of orange juice. Ronnie Maidment offered to buy the orange juice at cost and David Maidment will see if the Community shop will take on the stock of diet coke at a price the shop would normally buy at.

14. Website

Nothing to report.

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

David Ayre will do his usual monthly check after tonight's meeting or tomorrow. David also mentioned that the emergency lights need to be run down, allowed to recharge and be checked that all are working – Keith Oades to carry out procedure.

16. New Committee Members

Nothing to report

17. Any other business

- It was mentioned at the last AGM that the Hall had not revised its prices since April 2016. David Ayre emailed committee members on the 9th January with proposed increased prices. The following was agreed by all committee members and would become effective 1st April 2019:
 - Daily Events £150 base cost (was £120)
 - Dances £90 (was £80)
 - Suppers £60 (was £53)
 - Morning, Afternoons, Evenings per session for meeting, jumble sales, whist drives, coffee mornings, afternoon teas £27 (was £24)
 - Children's parties per session £30 (was £28)
 - Educational Classes £17 (was £15)
 - Room 2000 per session £17 (was £15)

These prices were considered competitive when compared with the Trinity Rooms in Ifracombe who were charging between £15 and £18 per hour.

- David Ayre advised that the Hall's annual account had been sent to our Auditor.
- David Ayre advised that the Hall's annual electrical testing would need to be carried out in April 2019.

It was reported that Chris Facey had cut the roadside side hedging around the hall.

18. Date of next management committee meeting

13th February 2019 at 7.00pm in Room 2000.

Meeting closed at 9.18pm.