

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 28th November 2018 at 7.25pm.

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.

Guests: Roy and Pat Drew

A warm welcome was given to our new committee members – Pete, Vanessa and Gaynor.

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 26th November 2018.
Income: £1880.70 (£951 bookings, £0.68 interest, £253.90 Solar Panels, £675.12 profit on Ferret Race).
Expenditure: £672.65 (£288 Cleaning, £7.50 Stationery, £70 NDC Premises licence , £107.85 South West Water, £106.56 British Gas, £92.74 EDF Electric).

Well done to John Stainer for organising yet another successful Ferret Race.

4. **Matters arising from the minutes:**
 - 3) 2) Terry King and John Stainer's details have been added to our insurers contact details.
 - 4) 5) 4) 6) KJR invoice 198671 is still outstanding – ongoing Terry King
 - 4) 5) 4) 7) John Stainer still to see Josh Clark regarding grass cutting and payment frequency – ongoing.
 - 4) 5) 4) 7) John Stainer has been unable to find a suitable replacement water heater for the kitchen sink. It was suggested that we improve the user instructions (i.e. once sink is full, turn off tap and allow the heater to refill/ heat).
 - 4) 18) David Maidment wrote to Paul Swan on the 8th October regarding the kitchen floor being slippery. Paul was waiting for response from floor supplier but still no news. Committee has asked the Secretary to send a reminder letter if only to get the name of the floor supplier and specification sheet. Terry King will also check with Nathan Hammett.
 - 4) 18) John Stainer to arrange a working party for a clean up to the outside of the hall in the New Year.
 - 17) David Maidment has contacted Proheat who will service the central heating boiler. Keith Oades to advise on suitable dates. It was agreed not to replace any missing thermostatic valves.

5. **Correspondence** – nil received.

6. **Booking Clerk's Report**

Keith Oades advised the committee that we had lost Thursday's bridge club due to lack of members.

7. Hall Developments

Decorating

Two quotes received (Ross Davidson - £3,420 plus materials and hire of tools and Jake Howard - £1,960 using Dulux trade paint). Terry King is waiting for a third decorator to contact him. Pat Drew has suggested contacting Jacksons Finishes and gave Terry their details. Ronnie Maidment has produced a new decorating schedule which will be discussed at a sub-committee meeting on the 1st December 10am at the Parish Hall (John Stainer, Terry King, David and Ronnie Maidment. Anybody else is welcome).

Stage Door (rear)

Terry King advised that the safety door at the back of the stage sometimes didn't close properly. He will ask Nathan Hammett to quote for supplying and fitting a UPVC door. (Note: the door will need to be black on the interior side and white on the exterior side).

Toilet Block

John Alexander has produced elevation drawings with an internal plan for the new toilet block. Terry King gave a copy of this drawing to the committee for comment which was approved by all in principle. Terry will now go back to John to produce a schedule of works so quotes can be obtained (including the proposed car parking area to the south of the hall).

Car Parking

John Stainer still to arrange a meeting with Will Parfitt and Acorn Director – ongoing. There is a question on whether a membrane under the temporary car park had been installed correctly as water was running into Stuart Bryant's property after heavy rain. This will be investigated in due course. It was mentioned that there is available a type of asphalt that allows water to pass through to the substrate which may help with solving possible drainage issues.

Entrance to Hall

Work has now started to the entrance of the hall's car park.

8. Hall's Car Park

David Ayre reminded the committee that it was minuted back in January of this year that Acorn asked for use of the hall car parking area for only "half a dozen vehicles". There have been, at times, up to 15 of their vehicles in the car park.

9. Fund Raising – Gaynor Isaac brought the committees attention to the Devon Community Foundation that was a philanthropic organisation that may be a source for grant monies.

With regards to the Pearl Dean development, whilst a claim had been lodged with North Devon Council for 106 monies it was important to have our development costs in place for when this money is ready to be released as we cannot afford to miss out.

10. Future Events

Quiz Night – booked for 26th January 2019

Pat Williams has spoken with the contestant on table 2 (TDK'rs) who lived in the village making him aware that whilst he was welcome to take part in any future quizzes his guests were not. Pat has sorted out the questions and passed them over to Carol King. Entrants will pay £6 with the usual maximum of 6 people per team.

Advertising needs to be arranged although it has been shown on the community website for a number of weeks.

Whilst it was decided not to go ahead with the proposed Christmas Dinner thought is to be given for a Big Breakfast - ongoing.

There were a number of suggestions for events. David Ayre will contact Rick Tucker, John Stainer will contact Jose and the Hotdogs and will look at arranging next year's ferret race. Gaynor Isaacs will look into a children's Christmas party for 2019.

11. Hall Share

Next meeting is scheduled for the 15th January 2019 at Marwood Village Hall (close to Marwood School) David Ayre thought it would be nice if a number of representatives from our management comment could attend as they are a close 'neighbour'.

12. Cleaning

Nothing to report although Terry King has been given a shopping list of cleaning products.

13. Bar stocks

Terry King provided a stock sheet that had been updated after the ferret night (value £220.17). No immediate problems with products going out of date.

14. Website

Nothing to report.

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

Extinguishers, first aid kit and carbon monoxide alarms were all checked by David Ayre prior to tonight's meeting.

17. Any other business

- Skittle Alley - David Ayre to enquire if any other village halls have experience with a portable skittles alley and Terry King will contact a company in St Albans to see if they have any installations in Devon that can be inspected.
- Pippa Stafford brought along some ideas for a ceramic plaque in memory of Eric Nott. We need a good quality photograph of Eric that can be incorporated within the plaque. Pippa also offered to produce a wooden plaque that could be placed above the door leading into the servery area that will then become known as the Eric Nott Room.
- Christmas decorations – will be discussed on Saturday when the sub-committee meets at 10.00am (see 7 above).
- Ronnie Maidment mentioned that a larger drip tray was required for the walled water boiler in the kitchen. She was given the OK to source and buy.
- Floor polisher – Keith Oades asked if it was OK to sell the large polishing machine housed in the storeroom as it takes up a lot of room and is no longer used. Apart from trying to find a buyer David Ayre will check with other village halls to see if they had a use for it.
- David Ayre made the committee aware that the Parish Council had three unwanted aerial photos of the village. David will bring them along to the next committee meeting to see if they are suitable to be displayed in the hall.
- Gaynor Isaacs enquired whether the hall's Public Liability Insurance would cover a stall she was hoping to operate at this year's Christmas Fayre being put on at the Hall by the West Down Primary School. David Ayre had checked with our insurers and cover would only be valid if Gaynor was operating a stall for charity only which is not the case and as such cover would not apply.

18. Date of next management committee meeting

9th January 2019 – 7.00pm in Room 2000.

Meeting closed at 9.35pm.