

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 24th October 2018 at 6.30pm.

Present: Terry King (Chairman), John Stainer (Vice Chairman), Keith Oades (Booking Clerk & PC), David Ayre (Treasurer), David Maidment (Secretary), Pat Williams, Ronnie Maidment.

Guests: Vanessa Hunt.

1. **Apologies for absence:** Pippa Stafford (WI), Tony Miller.

2. **The Minutes of the meeting held on 19th Sept 2018** were approved and signed.

3. **Treasurer's report:**

- David Ayre provided a balance sheet as at 24th October 2018.
Income: £1823.71 (£521 bookings, £0.21 interest, £250 West Down Parish Council, £600 West Down Amateur Productions Donation, £452.50 Profit on October Quiz night.
Expenditure: £1949.03 (£306 Cleaning, £23.80 David Ayre St John Ambulance First Aid Kit, £45.60 AFS Fire equipment inspection, £596 N Hammett Work to stage and storeroom door, £20 Gold Coast window cleaning, £957.63 Allied Westminster Annual insurance.
- Allied Westminster who provides our insurance only has David Ayre's contact details on their records. Terry King and John Stainer agreed that their details could be added.
- Allied Westminster had advised that the hall's annual electrical safety check was due in April 2019.

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

- 5) 4) 6) KJR invoice 198671 is still outstanding – ongoing Terry King
- 5) 4) 7) John Stainer still to see Josh Clark regarding grass cutting and payment frequency – ongoing John Stainer.
- 5) 4) 7) John Stainer is still investigating a replacement water heater for the kitchen sink – action started and on-going.
- 18) David Maidment wrote to Paul Swan on the 8th October regarding the kitchen floor being slippery. Paul is waiting for response from floor supplier.
- 18) John Stainer is still to arrange a working party for a clean up to the outside of the hall – ongoing.

5. **Correspondence** – nil received

6. **Booking Clerk's Report**

Keith Oades - nothing to report.

Vanessa Hunt thanked the committee for supporting her recent Macmillan Coffee Morning.

7. **Hall Developments**

Decorating

Terry King has received two quotes so far for decorating the hall.

- (1) Ross Davidson - £3,420 plus materials and hire of tools.

- (2) Jake Howard - £1,960 (using Dulux trade paint). David Maidment felt that Jake should provide a more detailed quote against a written specification. Ronnie Maidment to produce specification.

Terry is waiting to see Phil Beaver, who should have returned from holiday to provide another quote.

The committee considered we should have enough money to proceed with decorating without having to raise grant funding.

Toilet Block

Terry King and John Stainer had a meeting with John Alexander on Monday 22nd October to discuss specification. John Alexander has suggested extending the gable end of the hall which would obviate the need for a flat roof, although a flat roof would still be needed to the side of the gable and adjoining Room 2000. Planning permission would be required for the extension and car park. John Alexander to produce new plans for approval.

Car Parking

Stuart Bryant asked for a curb on the back wall of his property to stop people parking too near to his property. Also, drainage will have to be achieved through a soak-away as rainwater is currently seeping into Stuart's property. A meeting still needs to be arranged with Will Parfitt and Acorn Diector to discuss proposals. Ronnie Maidment suggested a sign should be put up in the car park about a liability disclaimer and Terry King suggested adding that it was a private car park.

Entrance to Hall

Changes to the hall's entrance is now taking place and uses 6 inch decorative stone cladding covering concrete blocks and should be completed within a couple of weeks. Both sides of the hall entrance will have the same finish.

8. Hall's Car Park

Acorn are continuing to use the hall's car park with no time scale to stop.

9. Fund Raising - On-going

10. Future Events

(a) Ferret Race – 10th November 2018 – doors open at 7.00pm

Publicity – on website, shown in latest newsletter, poster put up in the village and the school has been contacted. No flyers are being done.

John Stainer reported that all the ferrets and been 'sold' and all the races had been sponsored. He is in the process of collecting any outstanding monies.

Hall seating to be set up at 10 a.m. on the morning of the event.

Pete McGahran has kindly offered to let Terry Moule into the hall at 6.30pm to set up. Pete has also offered to help out at the door.

David and Ronnie Maidment will run the bar.

David Ayre will check the stocks of tea, coffee and sugar and John S will buy biscuits and crisps. Carol King and Heather Stainer will help with serving refreshments.

David Ayre and Pat Williams will run the raffle. Prizes will be needed.

John Stainer to print off 50 race cards.

Andy Odell and Di McGahran will run the tote.

John S and Barry Scobling will 'auction' the ferrets.

David Ayre to bring floats.

Terry King and David Maidment to buy drinks.

- (b) Quiz Night – provisionally booked for 26th January 2019 – ongoing.
At our last quiz night held 6th October there were a number of complaints regarding table 2 (the TDK's) where some of the contestants were making a general nuisance of themselves and seemed to be enjoying themselves at the expense of others. Contestants from at least 3 other tables have said they would not attend future quiz nights if 'table 2' were present. One of the contestant from table 2 lives in the village – Pat Williams offered to speak with him saying he was welcome to future events but not his friends.
- (c) Christmas Dinner – Whilst the management committee were very appreciative of Mark O'Hallaron's and Sue Bond's offer to cook a Christmas Dinner the committee were concerned about having enough time to host such an event in time for Christmas and whether enough supporting manpower would be available. Maybe a carvery or another big breakfast could be considered for the New Year – on going. Terry King to discuss with Mike and Sue.

11. Hall Share

Terry King attended the last hall share meeting at West Buckland where Martin Rich gave a talk about the responsibility of hall Trustees and Trust Deeds. The next Hall Share meeting will be held on 15th January 2019 at Marwood.

12. Cleaning

Keith Oades – report received from Nicky Oggiano and the dog lady??? that mud had been left in the main hall after the a Panto meeting had taken place. The meeting was supposed to be in Room 2000 but because of the number of people that turned up, it had to be moved into the main hall area. Unfortunately this change of room bypassed the current cleaning procedures resulting in the main hall not being cleaned up. In future, any changes to hall usage should be notified to Keith so he can update Nicky's cleaning schedule.

13. Bar stocks

- Terry King provided a stock sheet that had been updated after the quiz night where six bottles of wine had been used as winner's prizes.
- Terry and David Maidment to arrange drinks for the forthcoming Ferret Race.

14. Website

Nothing to report.

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

- Extinguishers, first aid kit and carbon monoxide alarms all checked by David Ayre prior to tonight meeting.
- Faulty light in the gents toilet has been replaced and all emergency lighting was checked last month by Keith Oades.

16. New Committee Members

Recruitment of new committee members is on-going. Vanessa Hunt (guest) attended this evening's meeting and Gaynor Isaac (guest) sent her apologies – we are hoping they will join the management committee.

17. Any other business

- Pat Williams, representing 10 other villagers, asked if it was possible to have a portable skittle alley that can be used in the hall. The general response from the committee was positive although thought would have to be given about storage and labour for making up and breaking down the alley. John Stainer may have a second-hand alley but this was thought to be very heavy and as such was not suitable to use. Vanessa Hunt did a quick check on the internet and found a 3ft wide portable alley costing around £1,700 which can be 'handled' by one person.

- Pat Williams suggested that the new servery room be renamed the 'Eric Nott Room' in memory of Eric. This room would be used to display a plaque being made by Pippa Stafford in memory of Eric along with a photo. The committee were all in agreement.
- David Ayre does not need to pursue a one-off payment instead of an annual wayleave payment for the electricity pole until 18 months lead-time is up.
- David Ayre suggested that the heating boiler is serviced. David Maidment to contact ProHeat (Jeroen).
- David Ayre asked for someone to go through and check supplier's invoices with him and approve them for payment. Ronnie Maidment offered to do.
- Keith Oades mentioned that two small tables have gone missing since the last inventory check in January 2018. There may be some tables down in the Iron Room which could belong to the Parish Hall – David Ayre to check.
- Keith Oades – At the end of September six small tables went missing from the hall but had in fact been borrowed. This caused a lot of concern and inconvenience and so nearly involved the police so for the future anything that is loaned out from the hall needs written approval from the committee and Keith Oades. This can be done either at a committee meeting or by email if more convenient.
- Keith Oades – to improve on security the key safe code needs to be changed after any event where this key has been used.
- Keith Oades – the Post Office needs to be promoted within the village where possible as it could be a case of 'use it or lose it'.

18. Date of next meeting

The Hall's AGM will be held on Wednesday 28th November 2018 at 7.00pm in Room 2000 and will be followed immediately afterwards by a monthly management committee meeting.

Meeting closed at 9.15pm.