

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of management committee meeting held on Wednesday 20th November 2019.

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

1. **Apologies for absence:** Pippa Stafford
2. **The Minutes of the meeting held on 4th November 2019** – were approved and signed.
3. **Treasurer's report:**
David Ayre provided a balance sheet as at 20th November 2019.

Income: £451 Bookings

Expenditure: £829.75 (Cleaning £271, stationery £5, Material for table trollies, NDC Premises Licence £70, EMC electrical work £407.73, carriage cost for Burgess sample chairs £48)

Profit from the Ferret Race was still being finalised but John Stainer estimated it will be around £628.53 which will be slightly down on last year race which generated £675.

As mentioned in the AGM hire charges are to be reviewed and January 2020.

4. **Matters arising from the Minutes:**
Outstanding - doors leading from the hall to the kitchen and Room 2000 cannot be fitted with door closers as they are in the wrong position. Ronnie Maidment working on a solution – ongoing.
 - 16) The majority of notices boards/ pictures/ photos taken down for the hall redecoration have now been re-hung however we still need decide on where the Eric Nott picture is to hung in the Eric Nott Room.
 - 19) Woolacotts have quoted £97 (inc. parts, labour and vat) for repairing the door on the large SMEG cooker. David Maidment has asked Mike Westlake of Woolacotts to proceed with the repair and is currently waiting for a fitting date. David to chase Mike.
5. **Correspondence** – nil received
6. **Booking Clerk's Report**
Nothing to report however Keith Oades felt that we should be promoting the hall to attract more hirers through advertising. This will be added to the next meeting agenda along with hall charges.

7. **Hall Developments**

Heaters

EMC have quoted £180 plus vat plus fitting for a Dimplex heater. David Maidment mentioned that the same heater could be bought on the internet for around £145 including vat (fitting would be extra). Terry King spoke with EMC about heater cost but they were unable to reduce. The Hall could save money by buying the heaters which EMC would install but they would not be responsible for any costs associated with replacing them should they fail under warranty. David Ayre felt that committee should not 'take on' any risk and that we should get EMC to supply and fit therefore if anything goes wrong it will be their responsibility to make good. All were in agreement with David. It was suggested we may only need one heater fitted in Room 2000 and one fitted in the Eric Nott room. If more were needed they could be fitted at a later date. David Maidment mentioned that the Dimplex heaters specified had remote controllers which may be a problem (getting lost) and that Dimplex did a similar unit with an integral controller. It was also mentioned that the heater in the Eric Nott room would need to be moved as the position of the

current heater makes it susceptible to damage when equipment is taken out of the store-room area. Terry King to discuss with EMC.

Skittle Alley

Lorna Jones applying for funding

Chairs

Lorna Jones applying for funding.

8. Car Park

John Stainer had emailed Acorn Developments but had not received a reply. It was doubtful that we would hear from them until the new-year.

9. Fund Raising

Terry King circulated a copy of an email received from Lorna Jones (dated 19th November) requesting further information to help with fund raising applications.

- Policy for safeguarding children and vulnerable adults – we have a policy in place (produced in 2017 by Andy Odell) which will be reviewed (and updated if necessary) at the Hall's AGM. Terms and conditions of our Hire agreements are currently being reviewed and are to include the need for a safeguarding policy.
- The number of people using the hall – Lorna had guesstimated 800: to this can be added childrens parties, people attending jumbles sales and there are 500 names on the electoral roll a percentage of whom use the hall for voting.
- The number of new home built on the Broad park estate – quantity 18
- How many extra parking spaces on what used to be the grassed area – approximately 12 one of which will be for disabled parking.
- Photos on the Hall's web page to be updated to show redecorated areas.
- Had the planning application been made – Terry to do shortly.

The committee did not think it was necessary to check Lorna's grant applications as this could cause cause unnecessary delay and were happy that she knew what she was doing.

10. Future Events

Rick Tucker – Booked for the 30th November.

Advertised in the shop, social media, posters and the community website. Prizes required for the raffle. Dave and Ronnie to operate the bar. Doors open at 7.45pm. David Ayre and Pat Williams will be on the door and will run the raffle. Bar to be set up at 5.00pm. Gaynor Isaac to bring some ice and Terry King will get an additional pot of lemon slices for the 'shorts'. David Ayre to bring some snacks

Musical Bingo – Being arranged by Vanessa Hunt – put off to 2020 - ongoing.

Teddy Bear Hunt – organised by Gaynor Isaac and in progress.

Christmas at West Down – arranged for 7th December 3.00pm start and 7.30pm pm finish. Posters have now been produced. Terry King to get various frozen pasties from Bookers. Helpers will be need on the day. John Stainer will be Santa (ho, ho ho) and Ronnie Maidment will his Elf helper. Presents are all wrapped up. Set up at 1.00pm.

Richard Watts is donating a 10ft Christmas tree to the Hall at the end of the month and John Stainer will need some help with putting it up.

Quiz Night – The annual Village Quiz Night arranged for 18th January 2020 – Pat Williams has completed the questions. Advertising to start before Christmas. This is a 'bring your own food and drink event' (we will not be supplying nibbles). Cost will be £6.00 per person for a maximum of 6 people to a table. There will be 13 tables. Carole King will have a booking form in the shop for the first week of January. We need 6 bottles of

wine for the winning team (take from bar stock), 6 bars of chocolate for the team with the best name and 6 wooden spoons (to be supplied by Pat Williams) for the losers. David Maidment offered to operate the electronic scoreboard.

11. Hall Share - nothing scheduled until the new-year.

12. Cleaning

Keith Oades had some success with cleaning the upholstery on some of our chairs with a steam cleaner. He will need some help in the new-year to clean the remaining chairs.

13. Bar stocks

Terry King produced a Bar stock report after the recent Ferret Race – value £341.64.

A lot of this stock will be used at the Rick Tucker event scheduled for 30th November. It was decided we needed, for the Rick Tucker evening, a further 2 bottles of gin, 1 bottle of vodka, one bottle of Bacardi, a tray of lemonade and a tray of coke.

14. Website - nothing to report

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

David Ayre has check all items and reported that they were all ok.

16. New Committee Members - nothing to report.

17. Any other business

- David Ayre will complete and send our annual return to the Charity Commission; Ronnie Maidment has checked through all the invoices.
- Eric Nott's family to be invited to the hall for an informal party and to show them the Eric Nott Room.
- Christmas decorations to be put up at 2.00pm on Thursday 5th December.

18. Date of next management committee meeting – Wednesday 15th January 2020 7.00pm in Room 2000