

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Monday 4<sup>th</sup> 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:** Vanessa Hunt, Pippa Stafford

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Terry King opened the meeting by giving tribute to Pete McGahran, a fellow committee member who passed away unexpectedly at the end of October. Pete had been a member of our committee for over 20 years during which time he, and with quite often with his wife Di, devoted a lot of time and effort to ensure that the Parish Hall provided valuable service to the villagers of West Down. He was also the Booking Clerks for many years.

The committee's general consensus was to have some type of plaque acknowledging any committee member who has made a significant contribution to the running of the hall – suggestions to be tabled at the next meeting.

Mention was made about the sad passing of David Lewis who had been the West Down Parish Clerk for many years.

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2. **The Minutes of the meeting held on 7th October 2019** – were approved and signed.

3. **Treasurer's report:**

David Ayre provided a balance sheet as at 4<sup>th</sup> November 2019.

**Income:** £27.86 (Bookings £27, Interest £0.86).

**Expenditure:** £310.08 (Cleaning £258, South West Water £52.08).

The Hall's insurance documents are still being circulated amongst committee members.

David has arranged for or cover for lost income to be increase from £7500pa to £16000 over 2 years (i.e. £8000pa).

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.

4) 17) Eric Nott commemorative plaque - Pippa Stafford after a number of attempts has been unable to combine a photo with a ceramic plaque. It was felt that wooden nameplate leading into the Eric Nott room with a photo of Eric would suffice. It was felt that we should pay Pippa for any work carried out to date.

4) 17) John Stainer reported that the table trolley retaining bars had now been fitted.

6) Keith Oades reported that the Bridge Club would not be using our facilities.

16) The majority of notices boards/ pictures/ photos taken down for the hall redecoration have now been re-hung.

4) 17) Terry King reported that no one from Scope had been in touch with him about the clothes bank. No further action will be taken.

19) The door problem on the large SMEG cooker is still outstanding. The cookers warranty has expired and SMEG are not willing to help out other than offering a 25% discount on a new cooker. McBains (SMEG approved engineer) who had been asked for their advice have shown no interest and it was noted we had not yet received an invoice covering their callout charge. John Stainer has arranged for a Woolacotts engineer to carry out a free inspection on 5<sup>th</sup> November – ongoing.

## 5. Correspondence

David Ayre had received a letter from North Devon Council confirming details of the forthcoming General Election and that the hall is being used as a polling station.

## 6. Booking Clerk's Report

Nothing to report.

## 7. Hall Developments

### Heaters

One of the three fan heaters in Room 2000 has been disconnected due to overheating and it seems a second has the same problem and needs to be disconnected. EMC have recommended replacing these units with a Dimplex fan heater that costs £180 +VAT +fitting. It was suggested all three units in Room 2000 and the one unit in the Eric Nott room be replaced. As these modern day replacement fans would be more efficient than the existing units it was felt that we would only need two units in Room 2000 instead of the current three. We should consider a flush fitting heater in the Eric Nott room as the current position of the fan is susceptible to damage when equipment is moved in and out of the storeroom. Terry King to investigate further.

### Skittle Alley

Terry King has now received a revised quote from Masters Traditional Games as follows:-  
36ft x 4ft alley, return, nine skittles and three 4½ inch balls at a total cost of £2,704.80 inc. delivery.  
Guy Windsor has estimated for two trollies at £270 per trolley plus deliver.  
Next stage is to apply for funding.

### Chairs

David Maidment produced a price comparison sheet for three chairs as follows:-

Burgess Evosa chair - £60

Summit React RE10 chair - £71.22

Gopak ADV stacking chair - £24.20

All prices included a 5 year warranty, VAT and delivery costs.

A sample of the Evosa chair was available for all committee members to see and whilst exceptionally nice, there were concerns about keeping the upholstery clean.

A sample of the Summit React chair is expected tomorrow and will be available for committee members to see at the forthcoming Ferret Race where a final decision will be made. The majority of committee members preferred the Summit React chair as the back and seat panels had wipe clean surfaces and the ability to stack 28 chairs on a special trolley.

In the meantime, David Maidment to send the Summit quote (100 React chairs and 4 trollies) to Lorna Jones for grant funding.

## 8. Car Park

We are still waiting on Acorn Developments to resolve outstanding issues with the hall's temporary car park although they still seem happy to use area. It was felt we will probably not hear from them till then – on-going.

## 9. Fund Raising

Terry King has received an email from Lorna Jones acknowledging that on top of any 106 monies due from the Lower Broad Park development we need to raise around a further £110,000 by the summer of 2020

that will allow us to complete our current development plans (this figure does not include the skittle alley or new seating).

Lorna has asked for a copy of the Hall's latest financial accounts (done), details on user groups and hall hire (done), survey feedback (done) and quotes for chairs and skittle ally.

We received a further email from Lorna identifying potential funders. Terry King has instructed Lorna to proceed with securing funds.

As the Parish Hall will be part of the Community Emergency Plan the need to upgrade our toilet facilities was essential.

A 'planning' meeting has been arranged for Monday 11<sup>th</sup> November at 7.00pm in Room 2000.

## **10. Future Events**

Rick Tucker – Booked for the 30<sup>th</sup> November.

David Ayre confirmed that Rick would be charging £150. Dave and Ronnie Maidment will be doing the bar. David Ayre and Pat Williams will be on the door and run the raffle. David Ayre will get some snacks and any leftovers will be used for the Christmas Party.

Ferret Race – 9<sup>th</sup> November.

Di McGahran and Heather Stainer will run the tote. Dave and Ronnie Maidment will do the bar. David Ayre and Pat Williams will be on the door and run the raffle (prizes needed). Race auctioneers are Barry Scobling and John Stainer. Publicity has been arranged. All races and ferrets have been sponsored. Race cards have been produced. Refreshments – Gaynor Isaacs will buy and cook some hotdogs to sell. Tea and coffee will also be provided. Bar to be set up at 5pm.

People running the Jumble Sale immediately prior to the Ferret Race have been asked if they can vacate the Hall asap.

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

Teddy Bear Hunt – Everything has been organised by Gaynor Isaacs. Entry forms are available from the community shop. The cost has been set at £1 per entry (unlimited entries).

Christmas at West Down – Tony the school caretaker will be organising the music. The start will be 3pm. Gaynor Isaacs is arranging for a poster which will be put on the website. The majority of presents have been purchased – ongoing.

Quiz Night – The annual Village Quiz Night to be arranged for 18<sup>th</sup> January 2020 – on-going.

## **11. Hall Share**

Nothing scheduled until the new year.

## **12. Cleaning**

Nothing to report.

## **13. Bar stocks**

Report on bar stocks will be made available after the Ferret Race

## **14. Website**

Nothing to report

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

As the main hall was in use David Ayre will check items on 6<sup>th</sup> November.

## **16. New Committee Members**

Nothing to report.

**17. Post Office**

Terry King having discussed the new reduced rates with Colin Lincoln asked if it was possible that village be informed if the post office was not going to open.

David Ayre has written to the Parish Clerk about increasing the yearly grant received from the Parish Council. We have not seen an increase from the PO for a number of years and that the hall should not have to subsidize a business that is a benefit to the community.

**18. Any other business**

None.

**19. Date of next management committee meeting**

AGM on 20<sup>th</sup> November 2019 7.00pm in Room 2000 – followed by a Management Committee Meeting.