

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 17th July 2019.

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

Note: John Stainer and Pete McGahran left after the Big Breakfast subject in item 10.

1. **Apologies for absence:** Pippa Stafford.

2. **The Minutes of the meeting held on 11th June 2019** – were approved and signed.

3. **Treasurer's report:**

David Ayre provided a balance sheet as at 17th July 2019.

Income: £843.15 (Bookings £424, Interest £1.00, Profit from Treasure Hunt £211.15, Profit from Village Fayre Raffle £207)

Treasure Hunt and BBQ - Special thanks to the Community Field for allowing us to use their BBQ and Tony Verney who not only ran the BBQ but also supplied the food at no charge. These two kind gestures allowed the Hall to make a reasonable profit.

Expenditure: £582.92 (Cleaning £335, British Gas £139.72, South West Water £108.20).

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

Outstanding - David Maidment to put up pictures after the hall has been decorated.

- Two doors leading from the hall to the kitchen and Room 2000 cannot be fitted with door closers as they are in the wrong position. Another solution required to stop these doors from slamming – ongoing.

4) 17) Terry King has supplied 2 x photos to Pippa Stafford that could be used for the Eric Nott commemorative Plaque.

4) 17) John Stainer now purchased the retaining bars for the table trolleys. They still need to be worked on and fitted – ongoing.

4) 17) Terry King advised the Parish Council that the Hall was happy to locate the Scope clothing bank in the Hall's car park. He then spoke with David Rayner (who is based in the Isle of Wight) to give the OK and advised him where the bank will be located via Google maps. The bank will be delivered in 2/3 weeks.

5. **Correspondence**

Letter of thanks has been received from the Jehovah Witnesses who had hired the Hall for a number of weeks whilst their own Hall in Ilfracombe was being refurbished. Special mention was made about how tidy the Hall was – many thanks to Nikki Oggiano.

6. **Booking Clerk's Report**

Keith Oades not present.

7. **Hall Developments**

Toilet Block

Terry King has received a revised schedule from John Alexander taking into account discrepancies as shown in 17th July meeting minutes. In John's original schedule the bar store had a shutter door which was considered unnecessary. However, after further consideration, taking into account the available space, it seemed appropriate.

Terry has also contacted James Reed (a firm of structural engineers). The reason we need a structural engineer is because the pitched roof is being extended. We are now waiting for James to do a site visit. If all is OK we can go ahead and get quotes from ideally three builders. The following was suggested – James Lovelock & Sons (good reports received from Mike Reeves concerning his new build), Nathan Hammet and Jamie Pearce (Devon Build).

Decorating

Jake has decorated a large area of the main Hall except for roof beams and stage - ongoing.

Stage Fire Escape Door (rear)

Still waiting to be painted. Terry King has put the door on the stage.

Skittle Alley

At the recent village fayre we produced a petition for a skittle alley in the Hall which received 98 signatures. Terry King has spoken with Guy Windsor about two trollies to transport the alley and was given an estimate of around £200 each but Guy needed to check out on the specification of the wheels to make sure they were strong enough. Vanessa Hunt is to go ahead and contact the alley supplier for a quote and at the same time getting a quote for a trolley if they can supply one.

8. Hall's Car Park and Roadside Entrance to Hall

Ongoing.

9. Fund Raising

The Hall's application for 106 grant monies has been lodged. John Stainer spoke with the North Devon Council Office and was assured that 106 money cannot be siphoned off for other projects as they have been designated for open spaces. We need building quotes before fund raising can take place.

10. Future Events

Rick Tucker – Booked for the 30th November. Final arrangements on-going.

Ferret Race – Booked for the 16th November. Final arrangements on-going.

Musical Bingo – Being arranged by Vanessa Hunt – ongoing.

Big Breakfast – now set for 28th July with food being cooked by Mark (Sue not around). A pre-breakfast meeting is arranged for Tuesday 23rd July at 7pm in Room 2000 to discuss final arrangements. Prices have been set at £7.00 for a large breakfast and £6 for small.

Quantities of main ingredients were agreed as follows:

240 rashers of bacon

140 sausages

150 eggs

20 loaves

These differed slightly from Mark's original list.

Terry King and John Stainer to buy food, condiments, serviettes etc. Fruit juices also to be bought and will be offered as part of the breakfast. Canned soft drinks from the Hall's stock will also be offered for sale.

Teddy Bear Hunt – The hunt has been rescheduled for Autumn/around Halloween. Gaynor Isaacs has the teddy bears and will find houses that are willing to display a teddy bear in their window.

Christmas at West Down – Suggested date Saturday 7th December – Tony (caretaker for school) has offered to provide a disco - ongoing.

11. Hall Share

David Ayre and Terry King went to the Burrington Hallshare Meeting and were very impressed with their facilities. The next meeting will be at the Filleigh Hall on Thursday 10th October at 7pm.

12. Cleaning

Nikki reported that there was a water spillage from the Lincat wall heater which she had to clear up. Terry King to contact JKR (JKR have since checked out the heater and all is in working order – it appears the tap may have been left in the open position??).

13. Bar stocks

Terry King provided the bar stock report as at 24th June (after Treasure Hunt and BBQ Event) – value £261.78. Items going out of date in the near future – 13 cans of Foster's Lager which Vanessa Hunt will buy. Cans of Lemonade/Vimto/Coke/Juices will be offered for sale at the forthcoming Big Breakfast.

14. Website

Nothing to report.

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

David Ayre reported that all had been checked and were OK. David mentioned that the emergency lighting would soon need to be tested in line with our schedule.

16. New Committee Members

Nothing to report.

17. Any other business

Pat Williams complained on behalf of the WI on the following:

Electric projector screen not working (checked after meeting and it is working – Pat was shown how to operate the screen after the meeting.

No curtains (curtains now put up).

Car parking (Will Parfitt Site Manager was advised of the WI meeting and was asked to make sure all works vehicles were parked in the appropriate area).

Terry King pointed out that the WI were aware of our re-decorating programme and should they need anything special for their meetings they should make the committee aware in advance – no requests had been made.

18. Date of next management committee meeting

Tuesday 3rd September at 7.00pm in Room 2000.

The Meeting closed at 8.55pm.