

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Tuesday 11th June 2019.

Present: Terry King (Chairman), David Ayre (Treasurer), David Maidment (Secretary), Pat Williams, Vanessa Hunt, Gaynor Isaac, Ronnie Maidment, Pippa Stafford (WI)

1. **Apologies for absence:** John Stainer, Keith Oades, Pete McGahran
2. **The Minutes of the meeting held on 3rd May 2019** – were approved and signed.

3. **Treasurer's report:**

David Ayre provided a balance sheet as at 11th June 2019.

Income: £1611.88 (Bookings £1276, Interest £1.11, West Down Parish Council Grant £250, Good Energy Solar Panels £59.77, Website Fee £25).

Expenditure: £1186.39 (N Oggiano cleaning £285, Window Cleaning £20, Devon Communities Subs £50, EMC Electrical testing £666.75, EDF Electric £111.70, Dry cleaning curtains £15.30, K Oades Misc items £12.40, Bar Stock Adjustment £7.24).

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

- 4) 18) Thanks to those members of the Committee who helped with tidying up the outside of the hall.
- 17) David Maidment to put up pictures after the hall has been decorated.
- 17) Eric Nott Commemorative Plaque and Sign - Pippa Stafford showed the Committee sample ceramic plaque demonstrating size and colour: white earthenware was approved. Pippa needs a better quality photo to inset into the plaque: Terry King to try and obtain from Eric's family. Pippa also show a sample of a wooden nameplate showing design, size and font which was approved by the Committee.
- 17) John Stainer has ordered restraining bars that will be fitted to the table trolleys – ongoing.
- 17) 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.

5. **Correspondence**

None

6. **Booking Clerk's Report**

Keith Oades not present.

Terry King mentioned that the main hall will be closed from for decorating from 24th June for 2 weeks.

7. **Hall Developments**

Toilet Block

Terry King had emailed all committee members with plans and work schedule that had been produced by John Alexander.

Terry had found a number of discrepancies as per his email dated 9th June as follows:

Plan - OK but we do not want a shutter door on the bar store.

Site plan - Drain does not go to the road. It runs south from the manhole to Stuart's drain.

A 12.5 - We will have no grass.

A 20.7 - We cannot start until we have funds.

A 20.11 - We may not be able to do this. It depends on when we can draw down grant funds. Suggest this is left to be agreed later.

Page 6 (3.02) - Drain runs south from manhole under perimeter wall.

Page 9 (Plumbing) - There does not appear to be any water heaters. Also there seems to be 7 taps for 8 basins. (David Maidment pointed out there were in fact 7 taps for 9 basins).

Page 11 - Seems to be 3 extractor fans for 4 toilets.

Page 12 (8.09) - We do not want a shutter door on the Bar Store room. We need a normal lockable door and some shelves.

Access WC - No mention of grab rails etc. Do we keep and move the existing equipment?

No mention of nappy changing facilities.

In addition to the above were soap dispensers, paper towel dispensers for the Access and Room 2000 toilets. Also shelving would be needed for the bar Store.

Terry said that we would need a structural survey to be carried out before we could move forward and asked if anyone new of a qualified person. David Maidment offered to talk with Roger Clarke and Terry mentioned David Bearman as a backstop.

The Committee were very appreciative of the time and effort John Alexander must have put into generating the schedule and plan – many thanks John.

Decorating

Jake has been re-decorating the Eric Nott Room and Room 2000 and the main Hall will be closed for 2 weeks from the 24th June to allow him to complete this area uninterrupted.

Stage Fire Escape Door (rear)

Waiting to be painted.

Skittle Alley

Irrespective of Crown Inn installing a skittle alley it was decided to proceed with an alley for the Parish Hall. Feedback from various committee members suggested a good demand from villagers. As we would be applying for a grant to cover the costs of a new alley the Parish Hall's 'asset' value would be increased.

David Ayre has spoken with Lorna Jones who was positive about receiving support through possibly 'Awards for All'. Committee members present were all in favour of proceeding. Vanessa Hunt will get a quote for a 30ft x 4ft alley along with Devon skittles, standard balls, head board and return gulley and Terry King will get a quote for a trolley(s). Lorna Jones will make the actual application on behalf of the Parish Hall.

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

Car Park

Whilst Acorn Developments had anticipated that they would be in a position to have the car parking area completed by 13th May 2019 it transpired from a meeting between Terry King, John Stainer and Will Parfitt (Acorn Site Manager) that building works were once again behind schedule and as such they were not in a position to finish off the car park until the development had been completed which could be another 3 months (or longer based on their poor performance thus far). Will offered to stop using the car park and have all vehicles parked in the road but this was not deemed practical and would be a great inconvenience to the village and as such the committee agreed to allow Acorn's works vehicles to continue with current parking arrangements.

9. Fund Raising

It appears the 106 money for the Lower Broad Park (Pearldean) development has been earmarked for the School, Greenfield, Parish Hall and the Highways. District Councillors will make the final decisions which could scupper our fundraising plans for the toilet block project.

We have been advised to get our application form completed as soon as possible which will be submitted by Carole King to the District Council in a show of support by the Parish Council for this project.

Terry King has sent emails to Andrea Davis and Malcolm Wilkinson asking for their personal support for the project.

A sub-committee will meet on Tuesday 18th June at 7.00pm in Room 2000 to complete the application form – all committee members welcome.

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.

Village Treasure Hunt and BBQ – 23rd June. Pat Williams has finalised all the questions. The Hunt will start at 2pm with the BBQ starting at 3pm. Winners will receive a large box of chocolates.

The Green Field have a BBQ we can use and Tony Verney has offered to do the cooking. We need to cover the cost of propane gas used (2 x cylinders will cost £87) and supply any food.

Food will be buns, burgers, sausages, onions and other condiments. No paper plates but napkins instead and will need to be bought. We are to cater for 100 people.

Cost will be £5 for an entry form covering a maximum of 6 people.

Ronnie Maidment to create an advertising poster. Terry King and David Maidment to sort out drinks.

Ronnie and Dave will be running the bar.

Big Breakfast – now set for 28th July with food being cooked by Mark and Sue. Help will be needed and food supplies organised – ongoing.

Village Fayre – arranged for Sunday 7th July. David Ayre and Pat Williams will run a raffle on behalf of the Hall. David had a banner produced which he showed to Committee members. David will collect a gazebo from Andy Odell. Raffle prizes are needed. Also a form for supporting the new toilet block development for visitors to sign.

Teddy Bear Hunt – Gaynor Isaacs has the teddy bears and will find houses that are willing to display a teddy bear in their window. The hunt will take place in the week prior to the Fayre on the 30th June with a prize to be given out at the Fayre. Gaynor has now got the prize which is a soft toy dog. Gaynor to see Sam Mantle about promoting the event in the Community shop.

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

11. Hall Share

Next meeting at Burrington on Tuesday 2nd July 2019 7.00pm.

12. Cleaning

Nothing to report. David Ayre has given the deep clean specification sheet for the kitchen floor to N. Oggiano. Pippa Stafford, on behalf of the WI, commented on how clean the hall was for their Lundy Group meeting and gave their thanks.

13. Bar stocks

Stocks are unchanged from last check carried out on 3rd May 2019. It was noted that a few products (Fosters and Lemonade) were nearing their sell by dates but hopefully these will be used up at the Village Treasure Hunt Event on 23rd June.

Terry King and David Maidment to consider required stock levels for the Treasure Hunt event and order accordingly.

14. Website

Nothing to report.

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

David Ayre unable to check on the night of the meeting due to a function in the main hall: will check in the very near future.

16. New Committee Members

Nothing to report however it was agreed that we will advertise on our stand for new Committee Members at the forthcoming Village Fayre.

17. Any other business

David Rayner, from the charity organization Scope, had contacted the West Down Parish Council for a possible site within the West Down village to locate one of their textile re-cycling containers used for collecting donations of clothing. It was suggested the Parish Hall might be able locate one container size 5' x 6' 4" x 4' 4" in the hall's car park and this container would be emptied once a week. Terry King stated there was no contractual obligations and proposed for the hall to have one container. This was seconded by David Maidment and all committee members were in favour. Terry will liaise with David Rayner on the siting of this container.

18. Date of next management committee meeting

Wednesday 17th July at 7.00pm in Room 2000.

The Meeting closed at 9.15pm.