

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 20th March 2019

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

1. Apologies for absence: Pippa Stafford

2. The Minutes of the meeting held on 19th February 2019 – were approved and signed.

3. Treasurer's report:

David Ayre provided a balance sheet as at 20th March 2019.

Income: £889.01 (£815 bookings, £1.00 interest, Good Energy £48.01, website fee £25)

Expenditure: £1295.28 (N Oggiano cleaning £303, flue guard and drip tray £49.97, roof and gutter repairs £353, South West Water £94.80, Electric £159.51, tree cutting £10, woodworm treatment £325)

David Ayre was pleased to report that the Parish Hall had received £800 from the West Down Amateur Productions being proceeds from the recent Cinderella Pantomime. This was greatly appreciated and David will send a letter of thanks.

4. Matters arising from the minutes:

4) 18) John Stainer to arrange a working party for a clean up to the outside of the hall in the New Year – ongoing

4) 17) Stainless steel flue guard purchased – David Maidment to fit.

17) Aerial photos will be put up once decorations have been completed – David Maidment to buy Commando hooks.

17) Ronnie Maidment has purchased a single drip tray for the kitchen wall boiler instead of two.

17) Skittle Alley – see Hall Developments (7).

17) Pippa Stafford is working on the Eric Nott ceramic and wooden plaques – ongoing.

17) Latest laminated price list now displayed in the Parish Hall.

5. Correspondence

- David Ayre is checking out if the letter from British Gas Solar is genuine. He has tried to contact Kevin Harris on a mobile number without any success. There are no company contact details on the letter which seemed strange.
- Cheque received from West Down Amateur Productions for £800.

6. Booking Clerk's Report

Keith Oades reported that we have a booking for Tuesday evenings and Sunday mornings up until June (Jehovah Witnesses). This is whilst their own hall in Ilfracombe is being refurbished. There are a number of hall users who are enjoying a reduced rate as they are only using the hall for a short period of time (i.e. a couple of hours or so). Normally these would be charged out at £15 per session (increasing to £17 per session as from April).

Special rates apply to the following;

- Dog Training currently £10 will increase to £12
- WI crafts currently £10 will increase to £12
- Karate currently £12 will increase to £15
- Post Office currently £12 no change.

Keith was concerned that a Saturday wedding on 15th June may clash with the Jehovah Witnesses on the Sunday morning in that the hall will need to be cleared/ cleaned. It was agreed special care will have to be made in ensuring the hall is ready by 9.30am the latest. Keith will speak with Nicky Oggiano and arrange for her to come in and do a clean with the hall being ready for a 10am start for the church. Acorn Developments are to be contacted to make sure the car parking areas are tidied up for the wedding.

7. Hall Developments

Toilet Block

Terry King still waiting to make further contact with John Alexander and will chase up. Terry also made the committee aware that the 106 money coming from the Acorn Development will actually go the Parish Council who will decide where the money is spent. Originally, we were advised to put a claim in with North Devon District Council.

Decorating

A sub-committee has chosen colours for walls (nutmeg), woodwork (gloss white), ceiling (white vinyl) and the handrail will remain natural with a clear varnish.

Jake Howard will get some paint testers to put on the wall for final approval.

David Maidment and Keith Oades to take the lights down before the decorating starts.

Stage Fire Escape Door (rear)

Jake will be painting the new door and Nathan Hammett will install.

Kitchen roof

C S Roofing visited the hall and considered the fibreglass roof to be good for another 5 to 10 years and gave an estimate to 're-gel' at about £5,000. This sum would be considered when fund raising for the toilet block. In the meantime, Nathan has repositioned tiles on the hall's main roof which has stopped the kitchen roof leak. As for the blocked down pipes, Nathan has cut into the down pipes to allow them to drain and will be digging out the soak-aways.

Inspections due

- It transpires that Cornerways are not qualified to carry out electrical safety tests on commercial property and as such Terry King contacted EMC who have quoted £432 plus VAT to carry this work out (including PAT testing). EMC have already completed one day's work and will be returning next Tuesday. EMC reported that there is an overload on the new stage light/ projector circuit and as such have reduced the available power down to 20 amps. David Maidment will test the lights next Tuesday when the EMC electrician is there to make sure they work correctly. If they do not, EMC will have to rewire.
- The flat roof inspection required by our insurance company is due to be done in October of this year (see kitchen roof above).

Skittle Alley

Vanessa Hunt and Pat Williams (with the help of Andy and Lydia Odell) visited a Community Hall in Teignmouth who had a 4ft wide portable skittle alley. They considered the alley suitable although it will need two people to set up. It should not take up too much room and should fit on a trolley similar to our current table trolleys. The Community Hall bought their alley using money from 'Awards for All' grant and cost around £1,800 (including return and padded back) two years ago. Vanessa and Pat are to compile a spec and get a quote once this information is available. Lorna Jones is to be contacted to arrange funding.

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

Car Park

We are now awaiting Acorn Developments to finish off the car park as per Terry King and John Stainer's report (see February's minutes). The timescale was around three months from their meeting with Acorn on the 13th February.

Entrance to Hall

With regard to the stone wall, various suggestions were forthcoming which meant that the wall would be retained but made more visible. Keith Oades has offered to come up with a possible final solution and samples for all to see

9. Fund Raising – ongoing.

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.

Jose and the Hot Dogs – This event is being hosted by the Community Shop. No further action.

Musical Bingo – Still to be arranged and will not take place on 23rd March 2019.

Village Treasure Hunt and BBQ – As the Jehovah Witnesses have the hall until 2nd June the date for this event has been re-arranged for Sunday 23rd June. Keith Oades will need to advise Dog Training (Sharon). BBQ still to be arranged.

Village Fayre – arranged for Sunday 7th July – David Ayre and Pat Williams will run a raffle on behalf of the Hall. Banner to be produced.

Big Breakfast – Terry King to contact Mark and Sue Bond for a date – ongoing.

Christmas at West Down – Suggested date Saturday 7th December. Gaynor Isaac suggested a trophy for the house with the best Christmas decorations. A Christmas tree for outside of the hall was mentioned. A Christmas Cracker design competition has already been suggested. To be discussed at the Village Forum – ongoing.

11. Hall Share

The next Hall Share meeting will be held on 10th April at Berrynarbor.

One of the subjects, raised by Devon Communities, was to what extent Parish Councils supported their Parish Halls. David Ayre will try and find out how the West Down Parish Council support compares with other Parish Councils

12. Cleaning

The kitchen floor was checked during the meeting and was found to be clean but slippery. Dave and Ronnie Maidment to experiment with a weakened Altro 44 solution instead of Flash that is currently being used.

13. Bar stocks

Diet coke and orange juice that were going out of date were sold at cost. Remaining stock will be used at the Village Treasure Hunt and BBQ currently arranged for the 23rd June 2019.

14. Website

Nothing to report.

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

David Ayre carried out checks before this evening's meeting and reported all was OK.

16. New Committee Members

Nothing to report.

17. Any other business

- A Village Forum has been arranged for 4th April 2019.
- Keith Oades has asked for further cross rails (8 off) to be fitted towards the bottom of our table trollies to stop tables from slipping off.
- Pat Williams asked that door closers should be fitted to the kitchen door and to the door leading from the hall to room 2000. These were continually being banged during various functions.
- John Stainer asked for the loan of some tables for the forthcoming village fayre. This was agreed in principal providing a check was kept on what was loaned out and what was returned. It was felt that we had lost some tables when loaned out previously.

18. Date of next management committee meeting

1st May 2019 at 7.00pm in Room 2000.

Meeting closed at 9.15pm.