

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Friday 3<sup>rd</sup> May 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 20<sup>th</sup> March 2019** – were approved and signed.

3. **Treasurer's report:**

David Ayre provided a balance sheet as at 3<sup>rd</sup> May 2019.

**Income:** £1,745.19 (Bookings £918, Interest £2.19, West Down Amateur Productions £800, Website Fee £25).

**Expenditure:** £1,023.86 (N Oggiano cleaning £581, British Gas £304.87, South West Water £80.81, Window Cleaning £20, Banner £37.18).

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

4) 18) John Stainer to arrange a working party for a clean-up – ongoing.

4) 17) Flue guard fitted.

5) David Ayre contacted Kevin Harris at British Gas Solar and was advised that the offer of a free precautionary check to our solar panels had ended.

17) David Maidment to put up pictures after the hall has been decorated.

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

17) Village Forum was considered another success with information being shared between various organisations.

17) John Stainer has ordered restraining bars that will be fitted to the table trolleys.

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.

5. **Correspondence**

- Terry King had received an email from Pippa Stafford with apologies for absence for this meeting.
- Terry King had received confirmation from North Devon Council that the Parish Hall will be exempt from any business rates.
- Terry King had received a guarantee from Westpest Brothers for woodworm treatment.
- David Ayre had received a provisional booking from North Devon Council for the European Elections that are due to be held on 23<sup>rd</sup> May 2019.

6. **Booking Clerk's Report**

Nothing to report.

## **7. Hall Developments**

### Toilet Block

Whilst Terry King had not heard from John Alexander, John Stainer had been able to contact him and received an apology from JA who had been tied up with business commitments. JA will create a schedule of works within the next two weeks.

### Decorating

Keith Oades and Terry King have been in contact with Jake. Keith has had a meeting with Jake to try and sort out a convenient working schedule. At the moment, with current commitments, they can't get more than two days consecutively. They will try and re-schedule to allow a more workable four days.

There is a major WI meeting and a wedding reception coming up. For the WI there are a number of issues to be looked at (ladies toilet – toilet roll holder, loose plaster and threshold strips need fitting). Keith will try and repair as necessary.

Keith reported that at certain times there is a strong smell in the gents and ladies loos, this could be because the water traps are drying out due to lack of use. As a first step it was suggested that drainbuster was poured down sinks and toilets which will be checked by Keith over a period of time. With regards to decorating it was suggested doing Room 2000 and the stage before the hall. The hall to be decorated after the wedding and re-scheduling of hall users to allow a four day period for Jake to complete the work. A work party will be needed to prepare Room 2000 and stage for painting (i.e. remove curtains, pictures etc.).

### Stage Fire Escape Door (rear)

Waiting to be painted.

### Kitchen roof

See inspections due (below)

### Inspections due

- EMC have completed the electrical safety testing of the hall and have issued the necessary certification as required by our insurers.
- The kitchen roof has had its 5 yearly inspection carried out with a certificate being issued as required by our insurers.

### Skittle Alley

It was confirmed that the Crown Inn were seriously considering using a spare alley from the Branton league and that there were two league teams who would use this venue as their home alley. It was suggested this would be up and running for the forthcoming winter league.

Vanessa Hunt will enquire as to whether the Crown will make this alley accessible to any other users rather than using an alley at the Parish hall.

In the meantime David Ayre will contact Lorna Jones to see if funding might be available for an alley in the Parish Hall and, if it was, what the process was for applying for a grant.

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

### Car Park

Acorn Developments anticipated that they would be in a position to have the car parking area completed by 13<sup>th</sup> May 2019. John Stainer to contact Will Parfitt for an update.

### Entrance to Hall

With reference to the stone wall to make it more visible for motorists, Keith Oades has put up some posts which were thought to be quite successful and as such we will persevere with this option but with, maybe, moving a couple of posts.

## 9. Fund Raising

John Stainer reiterated our interest in Section 106 funding with Claire of North Devon Council who will contact John when she has further details. There seemed to be some confusion as to who will have the final say on how this funding will be shared out.

## 10. Future Events

Rick Tucker – Booked for the 30<sup>th</sup> November. Final arrangements on-going.

Ferret Race – Booked for the 16<sup>th</sup> November. Final arrangements on-going.

Musical Bingo – Being arranged by Vanessa Hunt – ongoing.

Village Treasure Hunt and BBQ – Now rescheduled for the 23<sup>rd</sup> June. Pat Williams has finalised all the questions. The Hunt will start at 2pm with the BBQ starting at 3pm. We still need to find someone to do the BBQ and it was suggested we contacted Andy Odell. There will be a charge of £3 for each Treasure Hunt entry form and winners will receive a large box of chocolates. The charge for the BBQ to be agreed. Bar to be run by Dave and Ronnie Maidment.

Big Breakfast – Mark and Sue Bond are still OK for helping out with this but a date has to be arranged bearing in mind the Young Farmers have a Big Breakfast on 25<sup>th</sup> August.

Village Fayre – arranged for Sunday 7<sup>th</sup> July. David Ayre and Pat Williams will run a raffle on behalf of the Hall. Davie Ayre had a banner produced which he showed to Committee members. A gazebo needs to be sourced.

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 with a prize to be given out at the Fayre.

Christmas at West Down – Suggested date Saturday 7<sup>th</sup> December – ongoing.

## 11. Hall Share

The Hall Share meeting held on 10<sup>th</sup> April at Berrynarbor was well attended. It appeared that the West Down Parish Council support of £500 per annum is as good as any other hall receives. However, as this sum has been unchanged for 10 years, David Ayre thought we should request an increase in the autumn.

## 12. Cleaning

Nothing to report. Dave and Ronnie Maidment produced a deep clean specification for the kitchen floor to be carried out every 3 months. David Ayre will give to N. Oggiano.

## 13. Bar stocks

Terry King provided a list of bar stocks as at 3<sup>rd</sup> May 2019. The only difference from the previous list was that the stock of Old Speckled Hen had been sold to the shop for the 'Jose and the Hotdogs' event.

## 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 however it was suggested that we advertise on our stand for new Committee Members at the forthcoming Village Fayre.

**17. Any other business**

- Vanessa Hunt asked for permission to display posters for her sponsored shave that is being held at the Crown West Down on 19<sup>th</sup> May. All were in favour.

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

Tuesday 11<sup>th</sup> June at 7.00pm in Room 2000.

The Meeting closed at 9.00pm.