

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Monday 7th October 2019.

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

1. **Apologies for absence:** Keith Oades (Booking Clerk and Parish Council), Peter McGahran

2. **The Minutes of the meeting held on 3rd September 2019** – were approved and signed.

3. **Treasurer's report:**

David Ayre provided a balance sheet as at 7th October 2019.

Income: £1,022.86 (Bookings £760, Interest £0.94, Grant from West Down Parish Council £250, Western Power Distribution £11.92)

Expenditure: £1,377.62 (Cleaning £279, Window Cleaning £20, British Gas £54.28, AFS Signs £18.60, AFS Annual Inspection £45.60, Allied Westminster Annual Hall Insurance £960.14)

David brought a copy of Allied Westminster's latest hall Insurance documents to the meeting and felt that due to the importance of our insurance cover all committee members should have the opportunity to read them and comment if necessary. Terry King will read this document first then pass on to another committee member.

The hall has insurance cover for lost income of £7,500 – David to seek advice from Allied to see if the level of cover was sufficient.

The heating boiler must now be serviced on a yearly basis. Whilst this was already being done David Maidment will contact Proheat and arrange for a service during February 2020 (i.e. 12 months on from last service).

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

Outstanding - 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 is required to stop these doors from slamming shut – Ronnie Maidment offered to investigate further – on-going.

4) 17) Pippa Stafford is making progress with the Eric Nott commemorative plaques – ongoing.

4) 17) John Stainer reported that the table trolley retaining bars were now ready to fit – on-going

4) 17) Terry King had been in touch with Scope and was informed that there were no vehicles in the area to deliver the clothes bank. It transpired that David Rayner who initially made contact does not actually work for Scope – on-going.

5. **Correspondence**

David Ayre had received a letter from Western Power Distribution about impending power cuts that will affect the hall on the 9th October (6.00am to 7.00am and 5.00pm to 7.00pm). David Maidment to advise hall users in advance. (Colin - Post Office and William - Karate).

David A - Confirmation had been received that the hall had been booked on the 7th May 2020 for the Police and Crime Commissioner Election (this had already been noted in the Booking Clerk's record book).

David A – Confirmation received that the National Hall's Week will be held between 20th and 26th January 2020.

6. Booking Clerk's Report

Keith Oades was not at the meeting. In his absence the following was discussed:

David Maidment had received a booking from the NHS for the Eric Nott room on the 16th October. Hopefully we will get quarterly repeat bookings.

Keith Oades to report on whether the bridge club will be using the halls facilities?

Complaints had been received from various hall users about the condition of the halls stacking chairs (upholstery stained and dirt trapped in the fabric of seat panels). Nicky Oggiano had cleaned chairs where possible which was an improvement. Vanessa Hunt to get a quote for a 'full' clean by a car valet company and David Maidment is investigating the cost of new chairs – ongoing.

7. Hall Developments

From the original four builders approached Richards Watts and Nathan Hammet have declined to quote. Jamie Pearce provided a 'summary' quote of £105,468.83 excluding VAT (£126,562.59 including vat) and Jason Lovelock providing a detailed quote of £116,775.00. Terry King to check if this excluded/included VAT.

These two quotes are considerably higher than the £75,000 + VAT budgeted for the project and will need increased funding.

Questions were asked if we should reconsider the plans and instead just upgrade the current facilities.

It was decided to approach Lorna Jones for advice on whether we would be able to raise funds to cover the increased cost.

Planning Permission is required and an application will be made by the Parish Hall Management Trustees and will be covered by a separate meeting.

Skittle Alley

The cost for a skittle alley will come in at around £2,223.31 + VAT (4ft wide alley, pins, rubberised balls and a ball return 'return'). In addition two storage trollies will take the cost up to around £3,250. A revised final quote is needed before proceeding with the application process through Lorna Jones (Awards for All).

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

John Stainer wrote to Mark Thomas and Will Parfitt (Acorn) on the 1st October for an update on the promises they had made to finish off the Hall's car park. No reply had been received at the time of the meeting. A follow up email was sent to Mark and Will on 7th October – ongoing.

9. Fund Raising

See 7 above.

10. Future Events

Rick Tucker – Booked for the 30th November. David Ayre advised that Rick will be creating his own posters (as he has done for previous shows). In the past we have paid him a nominal fee of around £150. Tickets at the last show were £6 for adults and £3 for children. It was proposed to increase the adult ticket to £7 with children's tickets remaining at £3 – on-going.

Ferret Race – 9th November (was 16th November).

John Stainer to send 'poster' file to Terry King to print posters for John to laminate.

There will be nine races; the cost to sponsor a race is £15 and two sponsors have to be found.

Hall to be set up on the day at 10am, doors open 6.30pm.

Dave and Ronnie Maidment will operate the bar, Heather Stainer to do tea and coffee, raffle will be run by David Ayre. Hopefully Di McGahran and Andy Odell will do the tote. John and hopefully Barry Scobling (t.b.c.) will auction two races. John Stainer will be managing the event. David Ayre to provide floats.

Gaynor Isaacs will talk to the School to make sure they clear up after their Bric-A-Brac event.

Publicity – website, newsletter and posters.

Terry King and David Maidment will decide on what drink will be required.

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

Teddy Bear Hunt – The hunt will be held on Halloween night. Gaynor Isaacs is managing this event – ongoing.

Christmas at West Down – Has been arranged for the 7th December from 3.30pm to 7.30pm. There will be a Father Christmas who will give out presents to the children. Tony (School Caretaker) will run a Disco at no cost. There will possibly be a Puppet Show and food will be included in the ticket price.

Tickets will cost £6 a person or £20 for a family.

Gaynor Isaacs showed the committee a light stick and presents that she is going to source. Her Grandson will produce a poster.

It was suggested there could be some carol singing and we should have a 10ft Christmas tree (donated) which will need some lighting and decorations.

There will be a 'Christmas Cracker' competition and a 'Best Decorated House in the Village' competition.

Quiz Night – The annual Village Quiz Night to be arranged for 18th January 2020 – ongoing.

11. Hall Share

The meeting due to be held at Filleigh Hall on Thursday 10th October has been cancelled and has been rescheduled for some time in 2020.

12. Cleaning

Nothing to report apart from cleaning of chairs – see 6 – Booking Clerk's report.

13. Bar stocks

Terry King provided the bar stock report as at 7th October - value £227.64.

No stock is out of date.

Terry and David Maidment to decide on what drink will be needed for the Ferret Race.

14. Website

Vanessa Hunt mentioned that the heading for Parish Hall Rates was incorrect – date shown should be April 2019 (website showing April 2016) – David Maidment to update.

Vanessa also pointed out that the internal photographs of the hall were had been taken prior to the recent redecorating. David will take some new photos and upload to the website.

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

David Ayre will check extinguishers, first aid kit and carbon monoxide alarms after the meeting.

David Maidment reported that Keith Oades had checked out the emergency lights (i.e. run down and re-boots).

16. Working party to hang pictures, notice board, nameplate taken down prior to redecorating.

Terry King, John Stainer and David Maidment will rehang pictures and notice board on Sunday 13th October 9.00am.

17. New Committee Members

Nothing to report.

18. Post Office

Terry King had a meeting with Colin Lincoln about the Post Office and their use of the Parish Hall. To help the Post Office remain a viable business the Committee has agreed to reduce the cost of the morning/afternoon sessions from £12 to £10 effective 1st January 2020. Hopefully this will help keep the Post Office using the Parish Hall for the communities benefit. The current charge out rate should be £17. It was suggested approaching the Parish Council to help with the shortfall of charges as it was felt that the Parish Hall should not have to discount prices for a service that is used by the community. David Ayre will write to the Parish Clerk.

As we are helping the Post Office by reducing costs it was felt that in return payment should be made on time and better communication made if the Post Office was not going to be open for some reason.

19. Any other business

EMC to visit tomorrow to look at fixing one of the Room 2000 fan heaters, replacing fluorescent tubes in the main hall/Room 2000 and the main outside floodlight.

The large SMEG cooker has a problem with the door and as such will not close properly due to the cooker's frame having been distorted. It was considered that the cooker was not fit for purpose. An engineer has checked over the cooker and will report back to SMEG. We are waiting a response from SMEG's resolutions team.

19. Date of next management committee meeting

4th November 2019 7.00pm in Room 2000.

The Meeting closed at 9.35pm.