

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Tuesday 3<sup>rd</sup> September 2019.

**Present:** Terry King (Chairman), John Stainer (Vice Chairman), David Ayre (Treasurer), Keith Oades (Booking Clerk and Parish Council), David Maidment (Secretary), Pippa Stafford (WI), Peter McGahran, Pat Williams, Vanessa Hunt, Gaynor Isaac, Ronnie Maidment.

Note: Vanessa Hunt left the meeting after the Booking Clerks report item 4.

1. **Apologies for absence:** All committee members present
2. **The Minutes of the meeting held on 17<sup>th</sup> July 2019** – were approved and signed.
3. **Treasurer's report:**  
David Ayre provided a balance sheet as at 17<sup>th</sup> July 2019.

**Income:** £1404.58 (Bookings £643, Interest £2.21, Profit from Big Breakfast £519.32, Good Energy Solar Panels £240.05)

Many thanks to Mark Ohalleron for his help with the Big Breakfast

**Expenditure:** £3705.42 (Cleaning £497, Cleaning Materials £125.04, Window Cleaning £20, Water Heater repairs and mops £97.20, Chafing dishes and cooker hinges £175.01, Decorating of Hall £2650, EDF energy £95.99, South West Water £45.18).

David pointed out that the Halls expenditure was abnormally high due to redecoration costs of £2650

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 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 – on going
  - 4) 17) John Stainer has now purchased the retaining bars for the table trolleys. They still need to be worked on and fitted – ongoing.
  - 4) 17) Scope was supposed to be contacting Terry King about delivery of their clothes bank but he hasn't heard from them. He will contact them.
5. **Correspondence**  
No correspondence received.
6. **Booking Clerk's Report**  
Keith Oades reported that hall usage had been very slow however it was mentioned that this was normal for this time of the year.

A bridge club had be in touch with Keith, this club had previously used the hall but were asked to leave as there were issues with parking and poor attitude towards other hall users. The committee's general consensus was to kindly decline their request (they were not local) however would go along with whatever Keith decided on.

A number of complaints had been received regard the condition of the Halls stacking chairs....they were in need of a general clean and some of the upholstered seat panel were very dirty/ stained. Vanessa Hunt has a contact that does car valeting – she will ask him to quote for cleaning.

It was mentioned that the type of fabric used on the seat panel attracted dirt and were difficult to keep clean. It was felt that funding for the halls current redevelopment should include the cost to replace all seating – David Maidment to make enquiries. In the short term we need to try and clean the existing chairs as a matter of urgency.

At this point in the meeting Vanessa Hunt asked to discuss the proposed skittle alley before leaving the meeting early. She had received a quote for a 30ft x 3ft wide alley of £1955 (inc vat) which included a ball return. Terry King thought a 3ft alley to be too narrow and that a 4ft ally was more suitable – Vanessa to get a quote. ‘Devon’ skittles would cost £300. In addition to finding out the cost of a 4ft wide alley we need the cost for balls, storage trolleys and any carriage costs.

## **7. Hall Developments**

Terry King, on 1<sup>st</sup> August, sent out plans and building schedules to four builders as follows:

Richard Watts – not available for 2-3 years but happy to advise on any necessary works.

Nathan Hammet – in the process of quoting.

Jamie Pearce – waiting for a response.

Jason Lovelock – meeting at the Parish Hall on Thursday 5<sup>th</sup> September at 9am (all committee members invited to attend).

### Toilet Block

Planning permission is required. John Alexander has supplied a set of plans. Terry King has downloaded a planning application form from North Devon Council and will circulate a copy along with relevant plans to all committee members for their perusal. A meeting will then be arranged to discuss in detail and complete the application form online. If the Application was made through the Parish Council we should be able to reduce planning consent costs.

### Decorating

Now complete – Jake has done a very good job and within budget.

### Stage Fire Escape Door (rear)

Fitted and painted during redecorating programme as above.

### Skittle Alley

See Booking Clerk – item 4.

## **8. Working party to hang pictures, notice board, nameplate taken down prior to redecorating.**

A working party is needed to re-hang pictures etc. taken down prior to redecorating. It was agreed to view all items currently located at Caenbrook Farm on Tuesday 17<sup>th</sup> Sept 3.00pm to come up with a plan of action.

Many thanks to Tony Stafford for making the wooden nameplate for the Eric Nott room. Pippa Stafford is still working on the Eric Nott commemorative plaque.

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

Due to delays in completing the Lower Broad Park Estate, the hall's car park may not be finished until early 2020. We had been assured by Acorn Developments at a meeting in February 2019 that the car park would be finished by May 2019. Apart from the inconvenience there is still a flooding issue with Stuart Bryant's property. John Stainer will write to Acorn to ask them to finish the car park as soon as possible giving them the option to continue to use this facility until such time building works at the Lower Broad Park Estate had been finished.

## **10. Fund Raising**

Availability of Section 106 money from the Lower Broad Park estate has been triggered (i.e. five properties now sold) and North Devon Council is expecting funds shortly. It was felt these funds would not be made available until January 2020. Whilst we have already made a declaration of interest, we need to make sure

all our development plans are costed and additional funding arrangements are in place by the end of the year.

#### **10. Future Events**

Rick Tucker – Booked for the 30<sup>th</sup> November. Final arrangements on-going. David Ayre to check all is OK with Rick.

Ferret Race – John Stainer had spoken with Terry Moule and the date for this event needs to be bought forward to 9<sup>th</sup> November (was 16<sup>th</sup> November). Final arrangements on-going.

Musical Bingo – Being arranged by Vanessa Hunt – ongoing.

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 – on-going.

Christmas at West Down – Suggested date Saturday 7<sup>th</sup> December – Tony (caretaker for school) has offered to provide a disco – Gaynor Isaacs grandson (graphic designer) with help with producing posters - ongoing.

#### **11. Hall Share**

The next meeting will be at the Filleigh Hall on Thursday 10<sup>th</sup> October at 7pm.

#### **12. Cleaning**

Nothing to report apart from cleaning of chairs – see 6 – Booking Clerks report.

#### **14. Bar stocks**

Terry King provided the bar stock report as at 28<sup>th</sup> July– value £247.43.

Items out of date – 15 cans x Stowfordpress cider (1.8.19) – Terry will have and made a donation.

Items shortly going out of date – 15 cans x Lemonade (July 19) – give to food bank, 12 cans x Vimto (Oct 19) give to Green Field for Fun Day, 10 cans Tonic Water (Oct 19) Terry will have the Tonic Water which is covered by the cider donation above.

#### **15. Website**

Nothing to report.

#### **16. Fire extinguishers, First Aid Kit and Carbon Monoxide Alarms**

David Ayre to check extinguishes, first aid kit and carbon monoxide alarms after the meeting.

Keith Oades to check out the emergency lights (i.e. run down and re-boots) – David Maidment offered to help.

#### **17. New Committee Members**

Nothing to report.

#### **18. Any other business**

Colin Lincoln who runs the Post Office had intimated that he would need to make different arrangement for the hire of Room 2000. It was thought he may ask for a reduction of hall charges or a reduction in usage or both. Keith Oades tried to make contact with him at the Hall on Monday 2<sup>nd</sup> September but the Post Office didn't turn up. It was mentioned that the Post Office already get a reduced 'charge out' rate for Room 2000 which barely covered the actual costs incurred. It was felt whilst we were happy provide a facility for the Post Office it was our responsibility to at least cover costs. It was considered that the Post Office was an important part of the village and as such felt that maybe the Parish Council might be able to help out with any shortfall. We need to speak with Colin first to find out what his plans are.

David Maidment spoke about the stage lighting and microphone. The existing stage lighting had been taken down whilst the redecorating to place. Now this has been finished David asked if the lighting could be reinstalled. The Committee were happy with this – Keith Oades and David to install sometime over the next couple of weeks. David recently spoke with Tony George who had some stage microphones he would like to install – all committee members were for Tony to go ahead – David to arrange.

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

~~Thursday 10<sup>th</sup> October~~ at 7.00pm in Room 2000 (subsequently changed to Monday 7<sup>th</sup> October 2019 – same time and location)

The Meeting closed at 8.50pm.