

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of management committee meeting held on Wednesday 18th February 2020.

Present: Terry King (Chairman), David Ayre (Treasurer), David Maidment (Secretary), Keith Oades (Booking Clerk), Pat Williams, Gaynor Isaac, Pippa Stafford, Ronnie Maidment.

1. **Apologies for absence:** John Stainer (Vice Chairman), Vanessa Hunt.
2. **The Minutes of the meeting held on 15th January 2020** – were approved and signed.
3. **Treasurer's report:**
David Ayre provided a balance sheet as at 18th February 2020.
Income: £905.60 (Bookings £484, profit on Quiz night £420.72, interest £0.88).
Expenditure: £529.61 (Cleaning £472, window cleaning £20, cleaning materials £37.61)

David advised the Annual Accounts had been approved by our accountants, Thomas Westcott, and need to be signed off.

4. **Matters arising from the Minutes:**
Outstanding - doors leading from the hall to the kitchen and Room 2000 cannot be fitted with door closers as they are in the wrong position and as such slam shut noisily when closing. Ronnie Maidment working on a solution – damper Mk 1 version too thin. Working on thicker Mk 2 - ongoing.

4.4.16) Picture has now been hung up in the Eric Nott room.

4.17.2) Invitation to be given to the Nott family to visit the Hall to see the Eric Nott room as and when an event is staged at the Parish Hall – ongoing.

5. **Correspondence**

Letter received from NMD Building Control regarding the Hall's planned building works. Terry King emailed them to say we are in the process of raising funds but are welcome to visit and discuss the project.

We had received a letter from Fullabrook CIC confirming that our grant application had been successful subject to 'terms and conditions' that Terry King had signed and returned. The amount allocated is £30,000.

Terry King had received a letter from NDCC regarding the annual discretionary rate review. Relevant form completed and returned by Terry.

Letter received from West Down Parish Council to say that despite our request they will not be increasing our annual grant that has stood at £500 for many years.

6. **Booking Clerk's Report**

Yoga classes have been booked for the next 5 to 6 weeks and Keith Oades hopes it will continue thereafter. They have had two free sessions and are currently being charged a concessionary rate of £12 per session.

Ronnie Maidment to update the price list for display on both the outside and inside noticeboards.

John Stainer had produced an updated version of the 'Booking Form and Conditions'. This needed a little tweaking along with adding a statement about organizations having a safeguarding policy for children, young people and vulnerable adults – a draft will be sent to Committee members for final approval and a copy posted to our web page on the Community website.

7. Hall Developments

Planning permission

The Hall's application to NDC has been approved and is 'open' for 3 years. After this period of time we would have to apply for an extension. Now waiting on funding.

Lighting

Three faulty safety lights have been replaced by EMC.

Heaters

Due to lack of availability of heating fans, EMC have now recommended installing fixed electrical radiators to Room 2000 and the Eric Nott Room – waiting for quote.

Skittle Alley and Chairs

Awaiting funding.

Roofing Tiles

Three tiles have come down as a result of the recent bad weather. Nathan Hammet replaced two of the tiles but the third was broken. Nathan to source a replacement and fit.

The WI has recently commented on the following:

- Wire hanging down outside the kitchen
- Window left open in the gent's toilet.
- Water heater left on in the kitchen.

Stage curtains

Ronnie Maidment will put signs up on the stage about how to operate the stage curtains.

8. Large cooker

Pippa Stafford looking at how to solve the problem with knob position markings fading.

Ronnie Maidment to make a sign telling users not to put excessive weight on the large cooker door when opening/ closing.

9. Car Park

Acorn had started work on the car park based on Stuart Bryant's instructions. Acorn was then reminded that the area they are working on belongs to the Hall and any work done could only be approved by the Hall. As such, a bund that had been installed for protecting Stuart's wall required repositioning which been done. Drainage between the bund and the wall has been installed. The drain area close to the Hall needs to be levelled out. Various areas will need grassing – on-going.

10. Fund Raising

- 106 monies for the Lower Broad Park development still not received by NDC.
- Lorna Jones emailed Terry King with a progress report on fund raising activities.
- Lorna has made an application to 'Awards for All' for £10,000 – waiting for response.
- Grant application to Fullabrook CIC has been successful and £30,000 will be released as and when the balance of funds for our building project are in place.
- Bernard Sunley Foundation application, as previously minuted, had been unsuccessful.
- Councillor Andrea Davis has kindly offered £2,000 towards our project. It was noted that Andrea had always been very supportive of our Community fund raising activities.
- Application has been drafted for the Community Asset Fund and should be lodged this week.
- Lorna working on a submission to the Garfield Weston Foundation and will be making applications to The Foyle Foundation and ACRE.
- Lorna was hopeful with an application to the Trust House Foundation but due to a change in funding criteria we no longer qualify.
- Lorna was exploring possibilities of re-apportioning 106 monies with the Green Field as there may be alternative funding opportunities for open spaces.

11. Future Events

Musical Bingo – this has proved to be a non-starter and has been dropped as an idea.

VE Day Celebrations – Poor response to the suggestion of the Green Field, Community Shop and Hall holding a joint celebration over two days and has been dropped. The shop will be holding their own event.

Ferret Race – John Stainer to arrange – ongoing.

Rick Tucker evening – David Ayre has tried to contact Rick and is waiting for a response.

Christmas Part 2020 – Gaynor Isaac to arrange – ongoing.

Summer Fayre – waiting for details from Green Field before making any arrangements.

Big Breakfast – provisionally booked for 2nd August. Terry King to speak with Mark O’Halloran to see if he will do the cooking.

12. **Hall Share** – the next hall share meeting will be held at Filleigh on 20th Feb. David had circulated committee with topics that were on the agenda some of which, website information and bookings systems, may be of interest – committee members welcome.

13. Cleaning

Cleaning rates had not been revised for 2 years. It was proposed to increase the weekly retainer from £40pw to £45pw. Individual payments will remain unchanged. All committee members present were in agreement.

14 Bar stocks

Terry King produced a Bar stock report after the January Quiz night – value £276.49.

Stock nearing their ‘use by’ dates may be able to be used by the Community Shop’s VE Day celebrations.

15. **Website** – As the Community Shop is in the process of developing their own website, their page on the Community website will be updated with basic information and a link would be included to their new website. It was recorded in the previous month’s minutes that the shop was concerned that the community website was not a ‘secure’ site and as such may deter web users from using the site which may result in the shop losing business; it was noted that the shop’s new website was also not ‘secure’.

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

David Ayre has checked the extinguishers and manual fire alarms. When Keith Oades checked the emergency light last month he found three units to be faulty. As reported previously these have been replaced by EMC and are working correctly.

17. **New Committee Members** – nothing to report.

18. Attracting New Hall Users

Dave and Ronnie Maidment working on new leaflet – a draft will be circulated for appraisal.

David Maidment mentioned that we would have to be careful not to attract new business and then close the Hall down for the new toilet development.

19. Any other business

- Grass Cutting – David Ayre reported that we have received a quote of £480 from Josh Clarke for 2020 grass cutting (same rate as 2019) which was approved by all committee members present. Still waiting on an invoice from Josh for 2019 grass cutting.
- Terry King reported that the Hall should have received approval from the drinks licensing authorities before making the changes to the kitchen area. Maybe this can be done retrospectively. Terry to investigate.

20. **Date of next management committee meeting** – Wednesday 8th April 2020 - 7.00pm in Room 2000.

The meeting was closed at 9.25pm.