

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of management committee meeting held on Wednesday 15th January 2020.

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

1. **Apologies for absence:** John Stainer (Vice Chairman), Ronnie Maidment.
2. **The Minutes of the meeting held on 20th November 2019** – were approved and signed.
3. **Treasurer's report:**
David Ayre provided a balance sheet as at 15th January 2020.

Income: £3073 (Bookings £1579, profit from 3 x fundraising events £1174.93, solar panels £264.32, interest £1.47, website fees £50, donations £4)

Expenditure: £1003.79 (Cleaning £364, NDC planning fees £234, British Gas £112.87, EDF electric £114.94, window cleaning £20, cooker repairs £97.60, South West Water £60.38).

David reported the Annual Accounts had been sent to our auditors.

Review of Hall Charges

Background

- Our charges were last reviewed in 2019 and prior to that 2016.
- We have suffered a cut in income from the Post Office who is receiving a reduced rate to ensure they continue to offer a service in West Down. We tried to recover some of this cost by asking the Parish Council to increase our yearly grant but disappointingly they have turned our request down.
- Cleaning costs will have to be reviewed to keep in line with minimum wages.
- We have a new hall user providing yoga lessons at £15 per session which is considerably higher than the £10 a session they pay elsewhere.

Proposal

So as to not price ourselves out of the market place it was proposed to maintain our current 'charge out' rates with the exception of an 'all day hire' and weddings that will be increased to £175 (was £150) with effect from 1.4.20

All committee members present were in agreement.

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. Ronnie Maidment working on a solution – ongoing.

4.16) Picture to be hung up in the Eric Nott room – action David Maidment

17.1) David Ayre reported that the Parish Hall 'Annual' return has been sent to the Charities Commission.

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.
5. **Correspondence** – nil received
6. **Booking Clerk's Report**
Whilst a New Hire Agreement is being worked on it was felt this should be managed by a sub-committee who will meet on 21st Jan.
A work party needs to be arranged to help with steam cleaning our chairs – Keith Oades to co-ordinate.

7. Hall Developments

Planning permission

Hopefully we will hear from NDC how our planning application has fared by 23rd Jan 2020.

Heaters

Terry King is waiting on EMC to make alternative suggestion to the Dimplex wall heater originally considered. Committee members have also been asked to table suggestions.

Skittle Alley and Chairs

Waiting on funding – Lorna Jones is in contact with Awards for All.

8. Large cooker

The door to the large cooker has now been repaired. It is almost certain that the damage was caused by placing excessive weight to the door when in an open (horizontal) position. Two frame brackets that had been replaced by Woolacotts had been distorted. It was suggested that signs were placed by the cooker telling users to be careful when opening and closing the door.

There is also a problem with the cookers control panel as the knob position markings are fading due to the wrong cleaning solution being used. This area of the cooker should only be cleaned with a mild detergent. Pippa Stafford will investigate ways of re-marking this panel.

9. Car Park

In response to our planning application for the main hall Stuart Bryant sent an email to Bob Pedlar of NDC concerning water leaking through the current boundary wall to his property. We were somewhat bemused as our planning application does not cover the car park which is a separate issue and Stuart is fully aware of Acorn's involvement with the car parking area. It remains to be seen if NDC uphold Stuart's concerns. A copy of Stuart's email has been sent to Mark Thomas at Acorn Developments as they are supposed to be, as part of an agreement, reworking the car parking area adjacent to the boundary wall in question. John Stainer is trying to contact Mark Thomas for an update.

10. Fund Raising

- 106 monies for the Lower Broad Park development had not been received with NDC. This money should be received sometime after 5 properties have been sold and before the 6th property is sold. As five properties have been sold hopefully the money will be available soon.
- We are waiting to see if Lorna Jones application (on behalf of the P Hall) to 'Awards for All' to cover costs for the Skittle Alley and Seating has been successful.
- A grant application by Lorna to the Bernard Sunley Charitable Foundation was unsuccessful.
- Fullabrook CIC is discussing our application for grant monies tonight.
- Terry King will ask Lorna Jones to provide a summary on her fund raising activities so far on behalf of the Parish Hall.

11. Future Events

Musical Bingo – Vanessa Hunt and Ronnie Maidment to investigate.

Quiz Night – The annual Village Quiz Night is arranged for 18th January 2020 – Pat Williams has completed the questions. Advertising started before Christmas. This is a 'bring your own food and drink event' (we will not be supplying nibbles). Cost will be £6.00 per person for a maximum of 6 people to a table. There will be up to 13 tables. There is a booking form in the community shop. 6 bottles of wine for the winning team will be taken from the Hall's bar stock, 6 bars of chocolate for the team with the best name will be sourced by Vanessa Hunt and the 6 wooden spoons for the losers will be supplied by Pat Williams. David Maidment offered to operate the electronic scoreboard. David Ayre will run the raffle and take on the MC duties if required. DM, TK, DA and KO to set up at 3.00pm on Saturday afternoon. Doors will open at 7.00pm for a 7.30pm start.

VE Day Celebrations - A suggestion has been made that a joint event (Hall, Shop and Green Field) to be staged on the 8th and 9th May. All members of the PH committee were in favour – ongoing.

Ferret Race – John Stainer to arrange

Rick Tucker evening – David Ayre to arrange.

Christmas Part 2020 – Gaynor Isaac to arrange.

Summer Fayre – to be arranged.

12. Hall Share – the next hall share meeting will be held at Filleigh on 20th Feb – committee members welcome – advise David Ayre.

13. Cleaning

Keith Oades had some success with cleaning the upholstery on some of our chairs with a steam cleaner. Volunteers required for a cleaning party – ongoing.

Nikki Oggiano – cleaning costs to be reviewed at next meeting.

14 Bar stocks

Terry King produced a Bar stock report as at the 2nd of December – value £309.94.

Stock nearing their use by dates could be used a Curry and Quiz night in March and possibly at the proposed VED celebrations. Orange juice (6 x 1ltr) will be bought to this coming Saturday's quiz night.

15. Website – It had been mentioned by people associated with the community shop that as the Community website was not secure (https) they considered it unsafe to use. David Maidment spoke with Ivor Brown (IT support for the shop) and James Godfrey (website host) and they said as we were not handling sensitive information there was no need for our site to be secure. James said the site could be made secure but this would cost around £500. If the shop were to produce their own website it was suggested that we could have some basic information on the shop's Community website page with a link to their new site. No further action to be taken.

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

David Ayre has checked the extinguishers and manual fire alarms. The emergency lighting needs to be run down and restarted – action Keith Oades.

17. New Committee Members – it was great to see Tony Miller at today's meeting – maybe he would like to re-join our committee – watch this space!

18. Any other business

- David Ayre suggested using the VE Day celebration to invite the Nott family to the Parish Hall to see the Eric Nott Room.
- David reported that the Hall's Health and Safety/ Risk Assessment record had been updated.
- Grass Cutting – David reported that we are still waiting on an invoice from Josh Clarke for last year's grass cutting and a quote for this year's cutting.
- Terry King reported that the porch light to the Hall's entrance stopped working over the Christmas period and was replaced by EMC.

19. Date of next management committee meeting – Wednesday 19th Feb 2020 - 7.00pm in Room 2000.

The meeting was closed at 9.05pm.