

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of management committee meeting held on Tuesday 27<sup>th</sup> July 2020.

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

1. **Apologies for absence:** No apologies – all committee members present.
2. **The Minutes of the following meetings were signed and approved:**
  - a) Management meeting held on 18<sup>th</sup> Feb 2020.
  - b) Extraordinary Covid meeting held 24<sup>th</sup> June 2020.
3. **Treasurer's report:**

David Ayre provided balance sheets as at 5<sup>th</sup> May 2020 and 22 July 2020.

### 5<sup>th</sup> May 2020

**Income:** £21,838.80 (Bookings £1339, Solar Panels £107.78, DCC – monies held for Covid Support Group £382.47, National Lottery Grant £10,000, Donation £4, NDC Government Grant £10,000, Bank interest £5.64).

**Expenditure:** £2,744.82 (3 months cleaning £797, window cleaning £20, EDF Energy £146.87, Accountants audit £170.40, Lorna Jones grant applications £645, Gas £354.87, Roof repair £40, Grass cutting 2019 £450, Water £70.68, DCT annual subs £50)

### 22<sup>nd</sup> July 2020

**Income:** £724.99 (Bookings £391, Solar Panels £76.77, WDPC Grant £250, Bar stock adjustment £2.96, Interest £4.26)

**Expenditure:** £9479.55 (2 month cleaning £520, window cleaning £20, Electric £78.88, Gas £91.57, Water £38.86, New chairs and trollies £7825.10, PPE and Covid 19 related items £619.14, Covid Support Group withdrawal £286).

David mentioned that to help local businesses during the Covid 19 crisis we allowed 6 months free advertising on the Community website.

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

##### a) Minutes dated 18<sup>th</sup> Feb 2020

- 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.
- 19) Josh Clarke has been paid for 2019 grass cutting.
- 19) Terry King to investigate drinks licensing authorities/ change to kitchen design – on going.

##### b) Minutes dated 24<sup>th</sup> June 2020 (Covid 19 response)

- 1) Hall opens as at 26<sup>th</sup> July 2020
- 3) Sanitising equipment purchased and in place.
- 4) Paper towel dispensers/ paper towels purchased and installed.
- 6) David Ayre has produced risk assessments for Hall and Hall users.
- 7) Distancing markers purchased and in place.
- 8) Various posters printed, laminated and in place.
- 9) Anti-bacterial soap and paper towelling on a roll purchased and in place.
- 10) PPE equipment purchased and in place. One set to be given to cleaner – action Keith Oades.
- 11) Special Conditions of Hire produced by David Maidment, laminated and in place.
- 12) Keith Oades has put together a record book detailing dates and type of cleaning carried out to the Hall – this will be kept up to date by the cleaner Nikki Ogiano – meeting held with Nikki to explain the new cleaning regime.

## 5. Correspondence

Terry King had received confirmation from NDC that our application for the annual discretionary rate relief had been accepted and that we will have nothing to pay.

David Ayre received booking confirmation that DCC elections will be held on 6<sup>th</sup> May 2021 and that the Police Commissioner election will be held at the same time.

## 6. Booking Clerk's Report

Keith Oades will email regular hall users to see if and when they will be coming back to the Hall. If they are to return he will get them to confirm they can comply with current Covid 19 regulations at the same time asking them to provide signed copies of risk assessments and special conditions of hire.

## 7. Hall Developments

### Heaters

EMC have quoted £423 to supply and fit 2 x Creda Fan Heaters to the Eric Nott Room and Room 2000. All committee members were in favour and Terry King will give EMC the go ahead to proceed (price quoted includes removing the old fan heaters).

### Skittle Alley

Vanessa Hunt was given the go-ahead by the committee to purchase the Skittle Alley. Trolleys would be designed/ sourced once the alley had been supplied.

The WI had previously pointed out that there was a wire hanging down outside the kitchen - Nathan Hammet has repositioned.

### Stage curtains

Ronnie Maidment will put signs up to say curtains are to be left in the open position.

## 8. Large cooker

Pippa Stafford had produced some sticky labels to help with identifying the knob positions – she will fit them.

## 9. Car Park

John Stainer has been talking with Will Parfitt (Acorn) and had a meeting with him 2 weeks ago. At this meeting he was assured the car parking area, that is currently loose hard-core, will be finished off as and when Acorn leave the Lower Broad Park Estate. John will be emailing Will to confirm what had been agreed. The car park whilst looking very poor is usable for the time being.

## 10. Fund Raising

- 106 monies for the Lower Broad Park development is now in doubt (along with affordable housing) as Acorn are saying the site is not financially viable. The Parish Council have an extraordinary meeting on 30<sup>th</sup> July to discuss the matter. If Acorn do not have to pay the 106 money this will put a significant dent in our fund raising for the Hall new toilet facilities.
- Lorna Jones has not been fund raising due to the Covid 19 epidemic. She is to re-start in the coming weeks.
- We have had pledges from Sport England Awards for All £30,000, Fullabrook CIC £30,000 and Garfield Weston £10,000
- Mike Reeves (WDPC) had mentioned that a grant available from Mole Energy (Mole Valley Farmers) for increasing the number of solar panels we currently have. Terry King made checks and if we were to go down this route we would lose our current solar panel income stream. An alternative was to maybe install a storage battery – Terry King will make an application to Mole Energy and asked David Ayre to provide information about the Halls electricity usage and details of the power generated by the present solar panels.

## **11. Future Events**

It is unlikely we will hold any events before Christmas 2020.

As a matter of courtesy John Stainer will contact Ted Moule (Ferret Race) and David Ayre will contact Rick Tucker and make them aware of the halls current standing regarding events.

- 12. Hall Share** – nothing planned at the moment. David Ayre will make other halls aware that we have approximately 100 chairs (old type) for sale.

## **13. Cleaning**

We had agreed previously to increase Nicky's pay from July but that became irrelevant when the hall was shut in March. At that time we agreed a flat rate of £65 per week as a retainer. We agreed to continue that until October as although she will have extra to do due to meeting Covid 19 regulations however there are still no bookings and we do not expect many.

## **14 Bar stocks**

Terry King produced a Bar stock report as at 18<sup>th</sup> June after disposal of old stock – value £253.62  
Since then 16 cans x lemonade are now out of date (Vanessa Hunt to buy) and there are 18 cans of Vimto that will go out of date in August.

- 15. Website** – nothing to report although we can expect an invoice as the site had to be re-coded and re-themed by James Godfrey due to a corruption. The Parish Council has received James's invoice for domain and general maintenance costs.

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

All checked by David Ayre on the 18<sup>th</sup> July – no issues reported. Keith Oades ran down and restarted the emergency lighting on 22<sup>nd</sup> July – no issues reported.

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

- 18. Attracting New Hall Users** – ongoing.

- 19. Work party** – John Stainer asked for a volunteer work party to help tidy up the outside areas of the hall on Saturday 1<sup>st</sup> August 9.15am.

## **20. Any other business**

- Gaynor Isaac showed the committee a very smart trophy that would be awarded to the West Down village household that displayed the best Christmas decoration in 2020.
- Keith Oades had been asked if the speed of the Hall's internet connection could be improved. Airband uses the Hall as a hub – they have installed an aerial and equipment to serve a number of paying customers and in return the Hall is entitled to their internet connection at no cost. Options were for the Hall to set up a paying contract with a service provider at the Hall's expense or for Airband customers to contact them direct about how to improve Internet speeds – no further action at this moment in time.

- 21. Date of next management committee meeting** – 23<sup>rd</sup> September 7.00pm

The meeting was closed at 8.35pm.