

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of management committee meeting held on Wednesday 23rd September 2020.

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

1. **Apologies for absence:** Pippa Stafford

2. **The Minutes of the Management meeting held on 27th July 2020** were approved.

3. **Treasurer's report:**

David Ayre provided a balance sheet as at 23rd Sept 2020.

Income: £779.38 (Bookings £476, Solar Panels £291.18, Western Power Wayleave, £11.92, Bank Interest £2.94).

Expenditure: 680.27 (2 months cleaning £520, window cleaning £20, EDF Energy £52.11, British Gas £62.67, Various supplies for PPE/ Covid 19 items £25.49)

David advised on the following:

- That if it wasn't for the Government Covid related grant of £10,000 we received earlier this year we would only have £102.77 in our day to day running costs fund.
- The Hall's insurance (Allied Westminster) was up for renewal at a cost of £971.17 (previous year £960.14) – action David A.
- David would increase the Hall's contents cover by £5000 to reflect the difference in cost between our new plastic chairs and cover for our original chairs.
- Because the Hall's income in the current financial year was in excess of £25,000 we would have to pay for a more detailed audit that will cost around £1000.
- Parish Council grant - in the past we have received £500 on an annual basis. We now have to apply (no fixed amount) and specify what the money would be used for. It was decided to apply for £500 which would be used to cover gardening costs – action David A.

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

4)17)2) Invitation to the Nott family to visit the hall and view the Eric Nott Room delayed until such time that it is convenient bearing in mind the current Covid 19 restrictions.

4) 19) Terry King has advised Mrs Loder at North Devon Council (alcohol licensing) of the new kitchen layout in the Parish Hall – now awaiting for a response.

19) Many thanks to the working party that helped with gardening work to the front of the Parish Hall to smarten up the appearance.

5. **Correspondence**

Terry King received a letter from North Devon Council about a temporary amendment to the drinks licencing rules where drink can now be served outside the Hall.

6. **Covid 19**

David Maidment attended a Focus Group hosted by ACRE via Zoom with Malcom Rich (Village Hall Advisor) to learn from what halls have done to prepare for re-opening after being closed due to the Covid 19 pandemic.

- NHS QR Code – Quick Reply codes have to be displayed at the Parish Hall for **any event hosted by the Parish Hall**. Visitors should scan this code when they arrive - this code will be used to help to trace those attending an event should someone attending that event test positive for Covid-19. The Parish Hall has been registered and posters are in place. However, it stands to reason that any Hirer of the Hall's premises should have their own QR Code as they (and not the Parish Hall) will have the contact details of those who attended their event. Clear guidance from the Government is awaited.

- Hirers, if necessary, should demonstrate that they can work within Government guidelines.
- Infrared heaters had been installed in a number of halls and was preferable to other forms of heating as there was little chance of transmitting the Covid 19 virus.
- Most halls had put in place floor markers for social distancing.
- The rule of six has been recently been introduced mainly to restrict socialising. If, for instance, there was a karate lesson, you can have as many pupils as the hall can allow providing they maintain 2mtr distancing...however, if contact was to take place during the lesson then only six people can be present. Again further clear guidance from the Government is awaited.

7. Booking Clerk report.

Keith Oades reported that a 'Baby Shower' event has been cancelled and that a couple of Christmas parties will also have to be cancelled due to current Covid 19 guidelines.

8. Hall Developments

Heaters

Room 2000 and the Eric Nott Room - EMC will be fitting two fan heaters in approximately two weeks' time.

Skittle Alley

Funding is in place and Vanessa Hunt was asked to go ahead and order the skittle alley (alley, return, skittles and balls).

Stage curtains

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

9. Large cooker

The knob positions on the large cooker had been badly worn. Pippa Stafford had kindly offered to try and produce some bespoke labels. In the meantime, David Maidment has bought some self-adhesive cooker knob decals on Amazon which looked ideal. David to email Pippa and tell her not to worry producing any bespoke labels.

10. Car Park

- John Stainer recently spoke with Will Parfitt (Acorn) who confirmed the car parking area will be resurfaced.
- David Maidment reported that recently there were seven cars in the Halls car park... all were nothing to do with any Hall activities.
- Keith Oades reported there was an abandoned van (white Vauxhall) in the car park... he will report this to Devon CC to have it removed.

11. Fund Raising

- 106 monies for the Lower Broad Park development – see 20 below.
- Lorna Jones has not been fund raising due to the Covid 19 epidemic. Although difficult times lay ahead she will be asked to resume.
- We have had pledges from Sport England Awards for All £30,000, Fullabrook CIC £30,000 and Garfield Weston £10,000 – Terry King will write to these organisations to reiterate our need for their support.
- A battery unit to store any unused solar panel energy from our solar panels will cost around £8,500. There is a chance we could get full funding as a previous funding offer had received no applications. Terry King to investigate further which will involve Western Power, Good Energy and Mole Energy. The Hall would be interested in going ahead with this project providing only if it was fully funded.
- A car charging station may be considered for the future.

12. Future Events

No events planned at the moment.

13. Hall Share

Nothing planned at the moment.

14. Cleaning

It was agreed to continue the current arrangement of paying Nikki Ogiano a £65 flat rate of pay until 1 Jan 2021. Keith Oades confirmed that Nikki has a full set of PPE items. Due to the lack of use David Ayre will ask Nikki to regularly 'run off' the taps throughout the Hall which will help with maintaining water hygiene/ quality.

15 Bar stocks

Terry King provided a Bar stock report as at 22nd September value £217.90. A number of items are coming to 'sell by date' – Old Speckled Hen is available for anyone who wants them and Nessie Hunt will have the cans of coca cola (both at cost price).

16. Website

Nothing to report.

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

David Ayre to carry out checks after this evenings meeting.

18. New Committee Members

Nothing to report - ongoing

19. Attracting New Hall Users

Nothing to report - ongoing.

20. Acorn Developments – Lower Broad Park Estate

106 monies and affordable housing benefits are now in dispute with Acorn Development. Despite these aspects being part of the initial planning application made by Acorn and the subsequent planning permission being granted by North Devon Council, Acorn have said that the estate has not been profitable and as such do not have to abide by their original agreement. Acorn's response is now in dispute and is currently being investigated by Plymouth CC who has the expertise and resources in such matters. Both the Parish Council and an Action Group have been active in lobbying the NDC.

21. Any other business

- Whilst the Hall is open for business, any hiring must be limited to falling within Government guidelines at the time of the hire.
- Keith Oades mentioned that a band of 6 players wanted to practice and wanted some guidance as to whether or not this was OK. The general consensus was that providing they practice within the Government guideline this would be acceptable.

21. Date of next management committee meeting – Wednesday 11th November 2020