

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 28th April 2021 via Zoom.

Present: John Stainer (Vice Chairman), David Ayre (Treasurer), David Maidment (Secretary), Keith Oades (Booking Clerk), Ronnie Maidment, Nessie Hunt

John Stainer opened the meeting by thanking Nessie Hunt for hosting this Zoom meeting.

- 1. Apologies for absence:** Terry King (Chairman), Pat Williams, Gaynor Isaac, Pippa Stafford.
- 2. The Minutes of the Management meeting held on 17th March 2021** were approved. Proposed by Keith Oades, Seconded D Ayre – all in favour.

3. Treasurer's report:

David Ayre provided a balance sheet as at 26th April 2021.

Income: £30.14 (Bookings £30, Bank Interest £0.14).

Expenditure: £778 (Nikki Oggiano cleaning £260, Josh Clarke Grass Cutting £480, Miscellaneous £38).

David mentioned that our annual accounts were still with our accountants for signing off.

We are waiting to hear if we have been successful with our application for a further Covid Recovery Grant that could be as much as £8000.

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 – on-going (**carried over - not addressed at this meeting**).

9) Large Cooker – labelling of knob positions still to be done (**carried over - not addressed at this meeting**).

20) Asbestos Survey to the Hall was carried out on 22nd April. A report of the contactor's findings should be with us by the end of this week. An asbestos management plan needs to be drawn up – to be shown as an item on the next meeting's agenda.

5. Correspondence

Terry King had applied back in January for Discretionary Rate Relief – he was hoping, as in previous years, to be successful. Will report in due course.

6. Covid – 19

Nothing further to report. Keith Oades confirmed that he is sending out the Hall's special terms and conditions of hire to all hirers and asking for a copy to be signed and returned for the Halls' records.

7. Booking Clerk report.

The Post Office have been hiring the Hall throughout the pandemic. Yoga and Karate are back hiring again and there are a couple of bookings for next year. There is still an element of uncertainty that is having an adverse effect on bookings.

The Hall has been hired as a polling station for next week's local elections.

8. Hall Developments

Skittle Alley

The Alley, as such, is ready for hire – Nessie Hunt and Pat William to investigate and advise on hire out rates (**carried over - not addressed at this meeting**).

Acorn Development – 106 monies

Regrettably there is no news from either Acorn or North Devon Council regarding 106 monies that are due to the Village - ongoing

New Toilet Facilities

Whilst we are continuing with the current plans for the new toilet facilities were are somewhat hamstrung until all funding is in place.

John Stainer is seeing a decorator on Friday to get a cost for a 'basic' paint job to the ladies and gents toilets as an interim measure until we are able to proceed with the main plan.

Ronnie Maidment asked if the toilet seats could be checked out as they were loose and Keith Oades asked for the gents' urinal traps to be replaced. David Maidment felt the floors should be cleaned up especially in the ladies where paint had been splashed onto the floor – John Stainer to check out on Friday.

John Stainer had revisited the extension costings of £129,400 with Stephen Shaddick. The VAT on this project is substantial and Mr Shaddick, if given the job, would investigate where a zero VAT rate or 5% VAT could be applied to the project to help reduce costs. Mr Shaddick also suggested carrying out the work in 2 phases to try and minimise the amount of time the Hall would be closed - outside work to be carried out in the summer whilst the weather was good and the inside works to be carried out during the winter when the weather is not so good.

Current funding status - Fullabrook £30k, Sport England £30k, Garfield Weston £10k and 106 monies (still in question) £32k.

John Stainer felt that Fullabrook might be willing to provide a bridging loan to cover any shortfall in funding so as to get the project 'off the ground'. Whilst this would be a generous offer, David Maidment, David Ayre and Keith Oades were concerned about the committee being ultimately responsible for the repayment of any such loan.

Outside lighting

On 9th April EMC were given the go ahead with installing new outside lighting. We were quoted 2 to 3 weeks for the work to be carried out. David Maidment has been trying to contact EMC but, as of yet, without any success. It was mentioned that if we had to find a new electrical contractor that they would have to be qualified for working on a commercial premise.

9. Car Park

Ground adjacent to the left-hand side of the Hall's car park entrance needs landscaping. The Gardening Club do not want to take on the project however there is a new lady in the area that maybe interested - Vanessa Hunt to give contact details to John Stainer.

10. Fund Raising – on-going.

11. Future Events

Suggestions for events when the Hall opens post pandemic were a Big Breakfast for 1st August 2021, the Ferret Race on 13th November 2021 and the Village Quiz towards the end of November or January 2022. We will see how things pan out over the coming 6 weeks before any decisions are made.

12. Hall Share - Nothing to report.

13. Cleaning - David Maidment to purchase some more 'Altro 44' floor cleaning solution.

14 Bar stocks – unchanged from last meeting.

15. Website - Nothing to report

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

David Ayre will check out before the next management committee meeting.

17. New Committee Members

Nothing to report – ongoing. Keith offered to speak with our new neighbours across the road to see if Nigel may be interested in joining the Hall’s management team.

18. Attracting New Hall Users

Nothing to report - ongoing. It was mentioned that it was going to be difficult to attract new business as there was uncertainty about the Hall having to close for work on the new toilet project.

19. Acorn Developments – Lower Broad Park Estate

See Hall Developments (8).

20. Any other business – None.

21. Date of next management committee meeting – 7.00pm Wednesday 23rd June 2021.

The meeting closed at 7.55pm.