

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 18th August 2021 at the Parish Hall

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

1. Apologies for absence: Pat Williams, Pippa Stafford, Nessie Hunt

2. The Minutes from the following meetings were approved:

Minutes - Committee Management Meeting 28th July 2021

Notes – Building Sub Committee Meeting 11th August 2021

3. Treasurer's report:

David Ayre had emailed a copy of the balance sheet to all committee members as at 18 Aug 2021.

Income: £0.23 (Interest £0.23).

Expenditure: £687.00 (Nikki Oggiano £327, Asbestos removal £360)

Final accounts are back from the Auditors for signing (DA, TK, DM) – once signed they will be returned to the Auditors for signing off. An electronic copy will then be sent to the Charity Commission.

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.

5) Selaine Saxby (Local MP) visited the West Down Village on 4th August 2021. On her tour of the village Selaine called in at the Parish Hall and commented on how she was very impressed with the facilities we had to offer the village/ hall users.

9) Large Cooker – labelling of knob positions still to be done – on going

20) Damaged photo frame in the Eric Nott Room has been replaced and hung up.

5. Correspondence

Terry King has received an email from Sue Ayre (Chairperson West Down Parish Council) stating that whilst a new section 106 agreement (dated 23.6.21) had been signed by Acorn Development no money to date has been received (due date was 4.8.21).

Sue also requested that our original application for this grant was made back in 2017 and has asked that it be updated with latest information (as has been done by John Stainer for the Community Field). Terry will pen an appropriate letter and circulate to committee members for approval. This letter must be with Sue before the 1st Sept which is the date for next Parish Council meeting.

Carole King has invited all organisations to attend a Village Forum on the 2nd September.

6. Covid – 19

As the Hall is open for business as normal, we need to maintain caution.

Levels of cleaning materials to be maintained. David Maidment to buy more hand sanitisers (Qty 6)

7. Booking Clerk report (inc. attracting new hall users)

Keith Oades started his report with the bad news that we had lost the Line Dancing group, the Sunday Dog Training lady and the Border Dancers, who are meeting tonight, will decide if they are to continue. This bad news was countered slightly in that Yoga lessons are now available, that the WI and Gardening Club are coming back after 'Covid' lay-offs and the Hall now has a skittle alley to hire out.

It was agreed that the charge out rate for the skittle alley will be £10 which is in addition to the Hall hire charge. Ronnie Maidment to update price list accordingly with a copy of the updated price list being emailed to committee members.

Terry King will arrange that the next community newsletter makes reference that the Hall is open for hire as per usual.

John Stainer said the Community Field would like to hire the Hall on 26th August for a Jane Williams 'silks' evening (with a drinks bar) for a nominal fee.

8. Hall Developments (Including Acorn Developments and Car Park)

Skittle Alley

John Stainer demonstrated a fix for the alley so as to resolved the problem with the locating brackets falling off. Terry King is arranging for some battening to be cut down – on going

Acorn Developments – 106 monies

Section 106 money still not received. Have not heard from North Devon Council (Ken Miles) since the 4th August when this money should have been received. The Parish Council are actively pursuing this matter.

New Toilet Facilities

Terry King had contacted John Alexander for advice on any changes to the original design concept taking into account Covid 19 safeguards. John Alexander did not recommend infra-red technology due to reliability issues and suggested we concentrate on good quality sanitation equipment and signage.

It has been suggested that we provide a power supply to the front gate area for maybe lighting. This should not be very expensive whilst the general building works are in progress and we can decide at a later date how best to utilise this supply.

It has been suggested that whilst building work was taking place for the new toilets that we create a 3mt pathway (suitable for vehicles) going around the back of the Hall and extending to the front of the Hall via the north side of the Hall. This would create much improved access to the storeroom and kitchen for functions. John Stainer had contacted Gareth Hookway who has estimated a cost of £5000. Roger Clarke has estimated £15000 of which a substantial amount of the cost (£9k approx..) will be down to removal of soil. Shaddick's were also asked to quote but they do not have the correct equipment and would have to sub-contract the work at a similar cost. Terry King stated that £5000 was a lot of extra cost not originally allowed for and that the toilets were of greater importance. David Maidment made a proposal to go ahead with this suggestion providing the money was available. This was seconded by Terry and all committee members present were in agreement.

John Stainer said that we should contact Gareth Hookway to pencil in the work without making a full commitment.

For the next Building meeting (25th Aug 10 a.m.) the committee need to review the most recent building schedule (June 2019) to establish any changes – Terry to email all committee members with a copy of this schedule. The revised schedule, which in effect details the final specification of the build, will then be sent to Shaddick's so they can produce a final quotation.

Terry commented that it was important to ensure our funders who have pledge grant money are kept up to date with the development of this project.

David Ayre to contact Allied Westminster (Hall's insurers) about insurance to cover Trustees liability should building works go wrong leaving them in debt (see TK building meeting notes 11.8.21)

Terry King trying to find a structural surveyor who has to give approval for the design concept before building works can begin. Terry has contacted Michael Ralph (recommended by Shaddicks) and is waiting a reply. It was mentioned that Roger Clarke may also know a surveyor.

Car Park

Complaint from Stuart Bryant (neighbour) about water entering his property – temporary fix put into place which Stuart is happy with. The permanent fix will be to dig out a 'soak away' where the water is 'pooling' – on-going.

Outside lighting

New PIR lighting working OK but needs slight adjustment (allow activation PIR when it's not so dark) – action David Maidment.

9. **Fund Raising** – Lorna Jones continuing to investigate funding opportunities - on-going.

10. Future Events

It is planned that internal works for the new toilet facilities will take place during January 2022.

The Village quiz scheduled for January this maybe brought forward or delayed to accommodate internal work (see above) – on going

A Big Breakfast to be considered once Young Farmers BB has been held.

The Ferret Race is still planned for the 13th November – to be finalised.

David Ayre reported that Rick Tucker is happy to stage another 'Evening with Rick Tucker' – date to be agreed.

11. **Hall Share** – A meeting has been arranged for the 21st Sept at Huntshaw. Apart from David Ayre who regularly attends Hall Share meeting, Terry King and Keith Oades expressed an interest in going.

12. Cleaning

Nothing to report.

David Maidment to purchase some more 'Altro 44' floor cleaning solution for the kitchen.

13. **Bar stocks** – No change

14. **Website** - Nothing to report. Ronnie Maidment asked Terry King that the Community Shop be asked to keep her updated with any events that can be shown on the website's Events page.

15. **Fire extinguishers, First Aid Kit and Carbon Monoxide Alarms** -

David Ayre reported that all had been checked and are ok.

16. New Committee Members

Nothing to report. It was reiterated that we need to find new members for the Management Committee – on-going.

17. **Any other business** – nothing to report.

18. **Date of next management committee meeting** – 7.00pm Wednesday 29th Sept 2021 at the Parish Hall

The Meeting closed at 9.08pm