

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of management committee meeting held on Wednesday 9th December 2020.

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

1. **Apologies for absence:** David Ayre (Treasurer) isolating, Pippa Stafford isolating.

2. **The Minutes of the Management meeting held on 23rd September 2020** were approved.

3. **Treasurer's report:**

Whilst David Ayre was not present for this meeting he had provided, in advance, a balance sheet as at 9th Dec 2020.

Income: £4121.20 (Bookings £276, Solar Panels £227.78, Bar stock sold £33, West Down Parish Council grant £250, Devon County Council Grant £2000, NDC Government Grant £1334, Bank Interest £0.42).

Expenditure: £2471.88 (Annual Insurance £984.29, 3 months cleaning £912, window cleaning £20, EDF Energy £83.73, British Gas £83.83, South west Water £34.11, Premises Licence £70, Boiler Service £70, AFS Fire & Security inspection £160.20, written off bar stock £53.72)

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.

4) 19) Terry King has advised Mrs Loder at North Devon Council (alcohol licensing) of the new kitchen layout in the Parish Hall – still awaiting response. This item considered complete and will be dropped from future minutes.

5. **Correspondence**

No correspondence received.

6. **Covid 19**

David Maidment felt it important to audit the measures taken by the Hall to ensure it was 'Covid Secure'. A sub-committee meeting will take place at the Parish Hall on the 16th December at 9.30am (DM, KO, TK and JS to attend)

7. **Booking Clerk report.**

Keith Oades reported that the only 'hires' on the books were Yoga, Gongbath, The Post Office and Karate.

David Maidment felt it was important to retain the good will of our hirers bearing in mind past/ present Covid restrictions and that the Hall will have to close again when building works start on the new toilet facilities.

8. **Hall Developments**

Heaters

New heaters fitted to Room 2000 and the Eric Nott Room. Positive reports received from the Post office.

Skittle Alley

Order has been placed for the new skittle alley (delivery due 14th Dec 2020)

Outside lighting

One of our neighbours (across Ilfracombe Hill Road) has asked if we can somehow subdue the floodlight located to the front of the Parish Hall above the porch. It was changed a while back with a lighting unit that emits a very bright harsh light that shines directly at their property from dusk to dawn. They have not yet

taken up residence due to structural changes to their property so this is something that needs to be resolved over the coming weeks.

Terry King and David Maidment met with an EMC electrician and the following was proposed.

- 1) Fit PAR floodlight above the entrance to Room 2000 that will illuminate one side of the car park.
 - 2) Remove current floodlight from above the porch (which is hard to access because of the porch), replace with a PAR light and reposition, lower, to the left hand side of the porch that will illuminate the other side of the car park.
 - 3) Fit 2 off PAR solar powered lights to the two entrance pillars to the car park illuminating the entrance area.
- 1) & 2) The two PAR floodlights will be of lower intensity along with the lower positioning should solve our neighbours issue.

EMC to quote accordingly.

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 – ongoing.

10. Car Park

The car park has now been resurfaced although it looks a little tatty around the edges. It was suggested we look to have this tidied up in the coming months.

David Maidment mentioned about the car park being used by people not actually using the Halls facilities. It was mentioned that may some sort of signage should be displayed. To be reviewed later in 2021.

11. Fund Raising

- Terry King has spoken with Lorna Jones and she is resuming fund raising activities for the new toilet facilities.
- The West Down Parish Council have applied to NDC for a grant that will cover costs associated with installing a battery for storing any unused solar power energy from our solar panels

12. Future Events

Gaynor Issac has a cup for the best Christmas 2020 illuminations in the village.

As for any other events we will see how things 'pan out' in the New Year before making any arrangements.

13. Hall Share

Whilst no meetings are planned at the moment we can still contact hall share via emails should any concerns arise.

14. Cleaning

Nothing to report.

Ronnie and Dave Maidment will do a deep clean on the kitchen floor which is very greasy in areas.

15 Bar stocks

Terry provided a bar stock valuation as at 7th December 2020. Value = £186.70.

Some Old Speckled Hen went out of date for which we received a donation of £10. Some Vimto, that also went out of date, has been written off.

All we are left with is some wine and spirits which should have a long shelf life along with some small bottles of water which are now out of date.

There was a small discrepancy between Terry's stock valuation and the value David Ayre was showing on his balance sheet. Terry to resolve with David.

16. Website

Nothing to report.

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

David Ayre to carry out checks when out of isolation.

18. New Committee Members

Nothing to report - ongoing

19. Attracting New Hall Users

Nothing to report - ongoing.

20. Acorn Developments – Lower Broad Park Estate

The Planning Committee of North Devon District Council today voted unanimously at their monthly planning meeting to hold Acorn Developments (SW) Ltd., to its original commitment to provide five affordable houses and the full financial contribution to education and recreation in respect of the Lower Broad Park development. At the meeting representations were made on behalf of the village by members of the Parish Council, a representative of the Parish Hall/ Community Field, a District Councillor and a member of the public. A notice has been posted on the Community website - see the 'latest' news page. The Parish Hall committee were unanimous in their thanks to all those concerned in trying to resolve this issue.

21. Any other business

No Christmas decorations will be put up this year. It was suggested we should buy some new decoration in the post-Christmas sales for next years celebrations.

21. Date of next management committee meeting – Wednesday 17th Feb 2021 7.00pm

The meeting closed at 8.42pm