

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

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

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

1. **Apologies for absence:** Pat Williams, Ronnie Maidment, Pippa Stafford, Nessie Hunt, Gaynor Isaac, David Ayre

2. **The Minutes of the following meetings were approved -**
Minutes from Committee Management Meeting 23rd June 2021
Minutes from Extra ordinary Sub Committee Meeting 21st July 2021
Notes from Extra Ordinary Sub Committee Meeting 22st July 2021

3. **Treasurer's report:**
Whilst David ayre was not present at this meeting he had previously emailed a copy of the balance sheet to all committee members as at 28/7/2021.

Income: £469.25 (Bookings £444, Website Fees £25, Bank Interest £0.25).

Expenditure: £339.04 (Nikki Oggiano £260, Window Cleaning £20, South West Water £48, Card/ Gift for Auditor £11.04)

A gift and a card were given to Alan Draper (Thomas Westcott – Auditors) for his many years of help when auditing the Hall's accounts.

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.

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

5. **Correspondence**
Terry King has received an email from Sue Ayre (Chairperson West Down Parish Council) regarding a visit to the Parish Hall by local MP – Selaine Saxby. Committee members who will be present for the visit to meet early to plan what might be discussed at the meeting.

John Stainer has received an email from Stuart Bryant who is saying there is water ingress into his sunroom as a result of water pooling in the car park during heavy downpours (photos showing the problem has been provided by Stuart). One possible solution is to fill in the area where the water is pooling with 20 tonnes of stone and duct. Gareth Hookway has quoted £550 + vat to carry out this work. John will discuss sharing the cost with Stuart with a one-off payment. Proposed by John Stainer, seconded by Terry King – all committee member present were in agreement.

6. **Covid – 19**
Hire of Hall is progressing towards normality – it was commented that we must proceed with caution.

7. **Booking Clerk report.**
The Young Farmers are holding a Big Breakfast on 28th or 29th August 2021.
We have a firm booking from North Devon Volunteers association...if all goes well this could be an on-going hire.
A local model racing group has made enquiries about hiring the Hall for 'electric only' model indoor racing. They will be visiting the Hall in the near future to determine suitability. It was mentioned that liquid fuel powered models would not be allowed due to insurance limitations.

8. Hall Developments

Skittle Alley

The skittle alley had its first hire and there is a design issue with some aluminium support brackets that had broken off the alley whilst in use (fixing screws too short). John Stainer has discussed the problem with the alley's retailer and proposed adding additional battening and aluminium support brackets. Retailer to discuss with manufacturer of alley.

Acorn Development – 106 monies

Still no news – payment was supposed to have been received by North Devon Council last week.

New Toilet Facilities

Terry King has emailed John Alexander (architect) asking for any ideas that might be included in the new toilet facilities that would help keep the Hall 'Covid' safe.

John Stainer suggested, that if funding was available, the area behind the Hall and to the kitchen side of the Hall be excavated and opened up with hardstanding laid down to provide easier access to the store room and kitchen doors. From a health and safety point of view, in addition to creating easier access to the Hall. As both these doors are fire exits it would also allow for easier and safer evacuation of the premises if needed.

Providing a power supply for proposed lighting that will be fixed to the car parks entrance pillars was also mentioned.

It was suggested that to keep on top of this development there should be an on-site meeting every 2 weeks starting on Wednesday 11th August at 10am.

Outside lighting

Whilst new lighting has been installed to the front of the Hall some operating parameters may need adjusting – David Maidment to check out.

9. Car Park

Keith Oades will trim the area adjacent to left hand side of the Halls car parking entrance. This item to be removed from future agendas and will be included in the Hall Developments section.

10. Fund Raising – Lorna Jones investigating funding opportunities with Awards for All and Bernard Sunley.

11. Future Events

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

The Village quiz that was scheduled for January this maybe brought forward or delayed to accommodate internal work (see above).

A Big Breakfast to be considered and would be held a couple of weeks after the Young Farmers BB.

The Ferret Race is still planned for the 13th November.

Hopefully David Ayre will have some news on a 'Rick Tucker Evening' to be planned before Christmas 2021 or in February 2022.

12. Hall Share - Nothing to report.

13. Cleaning

Nothing to report.

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

14 Bar stocks – Nothing to report. All current stock (wine and spirits) have a long shelf life.

15. Website - Nothing to report

16. Fire extinguishers, First Aid Kit and Carbon Monoxide Alarms -
Await report from David Ayre

17. New Committee Members

Keith spoke with Nigel (our new neighbour across the road) and he may be interested in joining the committee when he has finished working on his house.

18. Attracting New Hall Users

Nothing to report – ongoing – Keith Oades suggested advertising locally and on Facebook. He also thought it was a good idea to promote the Hall for corporate training.

This item to be removed from agenda and will be included in Booking Clerk report.

19. Acorn Developments – Lower Broad Park Estate - See Hall Developments (8).

This item to be removed from future agendas and will be included in the Hall Developments section.

20. Asbestos Management Plan

David Maidment reported that the asbestos dust and debris under the stage had been removed. David also showed the Halls 'Asbestos Management Plan' folder to committee members present. This folder contains a record of our twice-yearly inspections along with record where outside contractors confirm they have read the Asbestos Management Plan prior to any commencement of work.

Terry King asked that Shaddick's (builders) be emailed a copy of the plan in anticipation of the work they will be carrying out on the new toilet project. Shaddick's will still need to sign appendix B of the plan to show they have reviewed the plan.

This item will now be removed from future agendas.

20. Any other business – A framed photo had fallen off the wall in the Eric Nott room – David and Ronnie Maidment have bought a new frame and will rehang the photo in due course.

21. Date of next management committee meeting – 7.00pm Wednesday 18th August 2021 (to be confirmed nearer the time if this is to be held via Zoom or at the Hall).