

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 23<sup>rd</sup> June 2021 via Zoom

**Present:** Terry King (Chairman) John Stainer (Vice Chairman), David Ayre (Treasurer), David Maidment (Secretary), Keith Oades (Booking Clerk), Pippa Stafford, Nessie Hunt, Gaynor Isaac

- 1. Apologies for absence:** Pat Williams, Ronnie Maidment
- 2. The Minutes of the Management Meeting held on - 28<sup>th</sup> April 2021** were approved. Proposed by Terry King, Seconded D Ayre – all in favour.

**3. Treasurer's report:**

David Ayre provided a balance sheet as at 23<sup>rd</sup> June 2021.

**Income:** £9066.18 (Bookings £735, WDPC Grant £250, Good Energy Solar Panels £80.87, NDC Government Restart Grant £8000, Bank Interest £0.31).

**Expenditure:** £1370.25 (Nikki Oggiano two months cleaning £520, Window Cleaning £20, Asbestos Survey £633.60, South West Water £46.82, British Gas £77.26, EDF Energy electric £72.57).

David advised that Alan Draper (Thomas Westcott - Auditors) retires on 30<sup>th</sup> June 2021. The committee agreed to buy him a card and a bottle of wine to show the Halls appreciation for his help with auditing our accounts for many years. Cat Williams will be taking over from Alan.

We are still waiting for our accounts to be signed off.

**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 confirmation that we were successful with our application for Discretionary Rate Relief.

**6. Covid – 19**

Hire of Hall - Keith Oades consulting with Martin Ritch on Covid matters as and when required.

It was agreed to purchase one dozen small bottles of hand gel (D Maidment).

**7. Booking Clerk report.**

Unfortunately, as a direct result of the COVID 19 restrictions, we have lost West Country Cowboys who were a longstanding regular user. However, we have seen some new hirers (Yoga, Wellness, additional Karate class).

To attract new hirers Keith Oades has been offering reduced rates but these rates will need reviewing in the coming months.

**8. Hall Developments**

**Skittle Alley**

The skittle alley is ready to hire out – Nessie Hunt and Pat William to investigate and advise on hire out rates.

**Acorn Development – 106 monies**

NDC are confident that the 106 documents for the Lower Broad Park development will soon be signed and the monies resulting for this agreement could be transferred to the West Down Parish Council in the near future.

## **New Toilet Facilities**

In view of the positive news regarding the 106 monies John Stainer suggested that we start to plan for moving forward with the new toilet facilities and not wait for next year.

Stephen Shaddick has quoted £129,400 and if given the job will look at ways of reducing the VAT.

We have £25k in our project fund with offers from Fullabrook CIC £30k, Sport England £30k, Garfield Weston £10k and the possibility of £34k from the 106 settlement would give us £129k in the kitty. A further 2nd application to Awards for All (in their new financial year) may yield a further £10k.

This project would need to be managed by a sub-committee and an extra-ordinary meeting has been arranged for 21<sup>st</sup> July 2021 10pm at the Parish Hall. All committee members are welcome (currently TK, JS, DA, KO and DM).

As the committee were unsure on funding availability (106 money) it had been suggested that maybe some interim decorating was carried out to spruce up the toilets. John Stainer had been quoted £465. However, as funding was looking more positive it was felt that sprucing up the toilets was not necessary. John has replaced a couple of water traps on the gents' urinals.

## **Outside lighting**

New lighting was fitted on 1<sup>st</sup> June. David Maidment was concerned that the new lighting may not be bright enough and asked for a second opinion – Keith Oades will check out later this evening (10.30pm).

### **9. Car Park**

New lady in the area is not interested in tending to the ground adjacent to the entrance to the car park. Josh Clark has strimmed this plot and considers it will bed in over a period of time. It was suggested that something could be done with flattening the area as and when groundworks for the new toilet project are in progress.

### **10. Fund Raising** – Terry King to contact Lorna Jones about a further £10k from Awards for All. Lorna had indicated a lot of funds have been diverted to mental wellbeing and COVID 19 causes.

### **11. Future Events**

Big breakfast – 1<sup>st</sup> August – Gaynor Isaac mentioned that this type of event would have to be a waitress service which would need plenty of helpers. David Ayre mentioned that we hadn't hosted any events for 18 months and may be too soon for the Hall to stage. The Young Farmers have a Big Breakfast booked for 29<sup>th</sup> August. This event to be discussed at our next meeting.... maybe a BBQ might be a good alternative which would be held outside which may be advantageous when considering COVID guidelines.

Ferret Race – 13<sup>th</sup> November – final arrangements on-going.

Village Quiz – End November 2021/ Jan 2022 – on-going.

David Ayre suggested contacting Rick Tucker to see if he would put on a show for the village.

It is difficult to 'firm up' any events as Government's restrictions due to COVID are continually being reviewed.

### **12. Hall Share** - Nothing to report.

### **13. Cleaning**

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

Nicky Oggiano's retainer payment to continue until further notice.

### **14 Bar stocks** – Nothing to report.

### **15. Website** - Nothing to report

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

Last checked by David Ayre on 24<sup>th</sup> May 2021 – all OK.

David mentioned that the emergency lighting would need a 'run down' check in July.

**17. New Committee Members**

Nothing to report – ongoing. It was suggested that we might advertise on the community website and Keith Oades will contact Nigel (new neighbour across the road) to see if he would be interested in joining the Hall's management team.

**18. Attracting New Hall Users**

Nothing to report – ongoing.

**19. Acorn Developments – Lower Broad Park Estate**

See Hall Developments (8).

**20. Asbestos Management Plan**

It was agreed by all committee members present to adopt the Asbestos Management Plan drawn up by David Maidment.

Included in this plan was to remove asbestos dust and debris under the stage. Matthew Featherstone (CAS) who conducted the initial survey had quoted £355 + vat to remove this waste. Terry King proposed that the waste should be removed and this was seconded by David Ayre – all committee members present were in agreement. David Maidment to contact Matthew and arrange removal. After removal this area will sealed up.

Terry King offered to carry out the 6-monthly inspections as specified in the management plan.

**20. Any other business – None.**

**21. Date of next management committee meeting – 7.00pm Wednesday 28<sup>th</sup> July 2021 (to be confirmed nearer time if this be held via Zoom and at the Hall).**

The meeting closed at 8.28pm.