

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 17th March 2021 via Zoom.

Present: John Stainer (Vice Chairman), David Ayre (Treasurer), David Maidment (Secretary), Keith Oades (Booking Clerk), Gaynor Isaac, Ronnie Maidment, Pippa Stafford

1. Apologies for absence: Terry King (Chairman), Pat Williams, Nessie Hunt.

John Stainer asked for these minutes to record the Committees best wishes to Terry King after his operation and to wish him a full and speedy recovery.

2. The Minutes of the Management meeting held on 9th December 2020 were approved.

3. Treasurer's report:

David Ayre provided a balance sheet as at 15th March 2021.

Income: £2,213.55 (Bookings £Nil, Solar Panels £117.43, North Devon Council Lockdown Grant £2,096, Bank Interest £0.12).

Expenditure: £1,344.56 (Nikki Oggiano cleaning £260, window cleaning £20, Lorna Jones Funding work £215, EDF Energy £114.04, British Gas £85.52, Guy Windsor Skittle Trollies £600, Devon Communities Together annual subs £50).

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

Chairs and Skittle Alley Fund – as all items have all been received David will transfer the credit balance of £261.42 to the Extension Fund project.

John Stainer pointed out that we had a healthy balance sheet and felt that £15,000 should be transferred from the Hall's Maintenance/Day to Day fund to the Extension Project Fund (leaving approx. £2000 in the Day to Day fund). His proposal was seconded by Pippa Stafford and approved by all committee members present.

A Covid Recovery Grant of £6,000 may be available to us (application date 12th April 2021) – David to monitor and report back to the Committee.

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

Nothing to report.

6. Covid – 19

An audit of our procedures and notices was carried out on 16th December 2020. Procedures were OK but some notices had to be updated. Notices displayed in Hall and on the community website amended accordingly. This item to remain on the agenda as an official record until such time the pandemic is over. Another review to be carried out in a couple of months.

7. Booking Clerk report.

- Keith Oades reported that the only regular hire is for the Post Office.
- The School is due to pay an outstanding charge of £30
- Devon County Council has booked the hall for the local elections (including the Police and Crime Commissionaire) on the 6th May 2021 – hire charge £250. NDC will be responsible for ensuring they comply with current Covid 19 guidelines/regulations.

8. Hall Developments

Skittle Alley

Skittle Alley and trollies have been delivered and instructions on how to assemble completed. The Alley, as such, is ready for hire – Nessie Hunt and Pat William to investigate and advise on hire out rates.

Acorn Development – 106 monies

Due to errors made by North Devon Council planning department Acorn Developments are saying they no longer have to abide by their original agreement. At the moment they are offering one affordable home and £106,000 to be shared amongst various organisations including the school. No time scales have been agreed and as such is on-going.

David Ayre thanked John Stainer and others for the time and effort they had put into trying to negotiate the best possible outcome for the village under very difficult circumstances.

New Toilet Facilities

As it is going to take some time to get funds together for the new toilet extension, John Stainer suggested sprucing up the current facilities which could possibly be completed in time for when the Hall opens up after the latest Covid lockdown.

Gents

New skirting panels

New Flooring

New space saving seat pan and cistern.

New urinal fittings

Redecorating

Ladies and Disabled

New skirting panels

New flooring

Redecorating

Fix sliding door to Disabled toilet.

John to produce plan and costings for our next meeting.

David Maidment suggested that maybe we should have a plan B for the new toilet facilities in case we come across any funding issues – to be discussed at next meeting.

Outside lighting

John Stainer has managed to turn off the main flood light at the front of the Hall by removing a sensor (can be refitted if necessary). This will not cause any issues for Hall users as the Hall is currently closed and is unlikely to open until May due to the Covid lockdown.

EMC supplied a quote to Terry King for £342 +vat to provide a new lighting layout as detailed in our last minutes. David Maidment to contact EMC and find out when they can carry out this work. Keith Oades asked if softer tone of LED lighting can be used.

9. Car Park

John Stainer has spoken with Ryan (Acorn Developments) to find out when the tarmacking of roads and pavements associated with the Lower Broad Park development will take place. John was advised this will be carried out by Roger Clarke. John to contact Roger to establish a completion date.

There is an area of ground adjacent to the left hand side of the Hall's car park entrance that needs landscaping. A suggestion was made to turn this area over to wild flowers and insects. Maybe the Gardening Club would like to take this on as project or give advice – Mr K Oades to discuss with Mrs J Oades.

10. Fund Raising

Solar Battery – unfortunately North Devon Council no longer have funds available for this project.

11. Future Events

Pipcott and Andy Odell both received awards for properties displaying the best Christmas decorations in December 2020. This was a very successful village competition and Gaynor Isaac will be looking to hold a similar competition with maybe three prizes for Christmas 2021.

Other suggestions for events when the Hall opens post pandemic were a Big Breakfast for 1st August 2021 (John Stainer has spoken with Mark O'Halloran who will do the cooking), the Ferret Race for 13th November 2021 and the Village Quiz towards the end of November or January 2022.

All of these events to be discussed in greater detail nearer the time.

12. Hall Share

Nothing to report

13. Cleaning

It was agreed to continued paying Nikki Oggiano's £65 per week retainer fee until further notice
Ronnie and Dave Maidment carried out a deep clean of the kitchen floor on 15th March 2021. David mentioned that we need to order some more 'Altro 44' cleaning solution.

14 Bar stocks

John Stainer was advised by Terry King, in advance of this meeting, that the bar stocks are unchanged.

15. Website

Ronnie Maidment has been busy with updating content as requested by the Parish Council. Nothing else to report.

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

David Ayre carried out checks on 15th March 2021.

17. New Committee Members

Nothing to report - ongoing

18. Attracting New Hall Users

Nothing to report - ongoing.

19. Acorn Developments – Lower Broad Park Estate

See Hall Developments (8)

20. Allied Westminster – Rebuild Cost Assessment/Asbestos

Five years ago we completed a Rebuild Cost Assessment Report for Allied Westminster which made sure we were not undervalued for insurance purposes. We now have to carry out this survey again by October 2021. David Ayre completed the relevant form and sent a copy to committee members for comment. The latest form mentions that the Hall contained asbestos and that no asbestos management plan was in place. David thought asbestos had been used in the ceiling area but wasn't 100% sure. David Maidment will contact a consultant in Barnstaple to get an idea of costs associated with carrying out a survey to establish if there is asbestos in the building and, if there was, what management options were available.

21. Any other business

- The Parish Hall has received a multi-coloured bench from the Parish Council. John Stainer proposed locating the bench in the grass bank to the left hand side of Hall 2000 (Dean Lane). A recess in the bank would need to be dug out so the bench did not encroach into the car park. Additionally, some form of anchoring would need to be attached to the bench so it could not be removed. David Ayre proposed that the Hall should take responsibility for this bench which was seconded by Keith Oades and agreed by all committee members present – ongoing.
- Pippa Stafford reported that the WI will not be meeting until sometime in October 2021.

- Josh Clarke has submitted a quote for grass cutting – 12 cuts at £40 per cut (as per last year).
- It was mentioned that the Hall could do with a tidy up outside and maybe painting the window sills – to be discussed at next meeting.

22. Date of next management committee meeting – Wednesday 28th April 2021 7.00pm via Zoom.

The meeting closed at 8.55pm.