

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Tuesday 4<sup>th</sup> January 2022 via Zoom

**Present:** Terry King (Chairman) John Stainer (Vice Chairman), David Maidment (Secretary), Keith Oades (Booking Clerk), David Ayre (Treasurer), Gaynor Isaac, Ian Davies.

**1. Apologies for absence:** Pat Williams, Pippa Stafford, Ronnie Maidment.

**2. The Minutes from the following meetings were approved:**

Minutes - Committee Management Meeting 16<sup>th</sup> November 2021

Notes – Building Sub Committee Meeting 22<sup>nd</sup> November 2021

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**3. Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 4<sup>th</sup> January 2021.

Income: £84570.59 (Bookings £1013, WDPC Acorn Grant £34303.81, Fullabrook Grant £5,000, Garfield Weston Grant £10,000, Norman Family Trust Grant £2500, Devon County Council Grant £3000, Sport England Grant £28500, Good Energy £253.03, Bank Interest £0.75).

Expenditure: £50161 (Nikki Oggiano 2 months £663, Expenses £62.13, Structural Engineer £528, Grant work (LJ) £220, Gas £103.47, Electric £88.11, Lights £261.96, Builder £48234.86)

David mentioned that the Halls accounts were at our accountants, Thomas Westcotts, for signing 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) We need to find an electrician willing to provide 24-hour emergency cover for the Hall – John Stainer wondered if the electrician currently working on the toilet project might be interested? David Maidment had been given the name of a company in Barnstaple (James Electrical Contracting) who are able to offer 24-hour support. It was mentioned that any such contactor must be qualified for commercial premises – on-going.

**5. Correspondence -** No correspondence received.

**6. COVID – 19**

Instances of COVID in North Devon is still high. Hall users must comply with Government guidelines and our special conditions of hire. Hall users to be asked to wear masks at all times although this cannot be enforced.

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

Keith Oades had received an enquiry from Helen Blackman who would like to hire the Hall every Tuesday for 2 to 3 hours for a children's playgroup. She would like to have a space to store children's toys if possible. This playgroup is meant as a 'not for profit' meeting for families in the village.

Keith suggested taking on this hire would reflect well on the Hall bearing in mind all of the recent fund raising that has been going on for the new toilet block. All committee members were in favour of accepting this hire although there were a few concerns that should be monitored (in particular storage of equipment and cleanliness). To help get this playgroup up and running Keith Oades proposed charging nominal session rate of £5 per session that would be reviewed after 3 months: this was 2<sup>nd</sup> by D Maidment – all committee members present were in favour. Helen B to be advised that ultimately, she will have to pay going rate.

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

### New Toilet Facilities

Terry King – builders were well ahead of their schedule. The inside walls of the toilets had been plastered. Whilst Altro flooring material had been delivered and cut it was still awaiting fitting.

John Stainer – not a lot to report but talks with the plumber and electrician were needed to ensure they were complying with instructions. John was scheduled to see the plumber on Thursday 6<sup>th</sup> Jan at 9.30am and gave an open invitation to any committee members who wanted to attend. Terry King (medical appointments) and David Maidment (in isolation were unable to attend).

It was essential that if Steve Shaddick had any problems, they must not impinge on any Hall users. Keith Oades had spoken with Steve about making sure toilets were available for a couple of forthcoming parties.

John Stainer – a decision needs to be made about tiling in the lobby area and whether we need a sunken mat at the Halls entrance. It would be difficult to match existing tiling. Terry King thought the whole area should be re-tiled. Some committee members thought a sunken mat was very dated and could prove problematical with cleaning. David Maidment felt that the entrance area must be non-slip as this area will get wet when the weather is poor and make become a slip hazard – the original sunken mat may have mitigated this issue.

Steve S enquired as to the finish of the sliding doors to the Eric Nott room. It would be nice to have similar doors/ finish installed to the main halls internal area. Terry K will ask Nathan who installed the doors to the Eric Nott rooms.

David Ayre thought that if we were getting new doors, fire closers should be installed bearing in mind the disabled access toilet.

John S said that the porch would be installed within the next few days and that he asked for additional cabling that would allow for a PIR light to be installed in the porch. This will help people to see when approaching the hall via the porch.

John S suggested that the Room 2000 outside door be replaced with a door matching the Hall's external entrance doors. He also mentioned that the locks on the new 2 x external doors had different keys and suggested that the barrels should be changed to accept just one key pattern.

As a matter of good practice, it was suggested we get an account from Steve S detailing all costs not accounted for in the original costings.

## 9. Fund Raising

David Ayre produced a report detailing the finances of the Toilet Extension Project. This report showed grants received to date and grants in process along with project costs. Costs will need to be adjusted to cover 'extras' not originally accounted for. There is a healthy surplus of funds to cover these extras.

Terry King had received an email from the Foyle Foundation who were asking for more information about our application. This would have to be channelled through Lorna Jones as she has our account password with the Foyle Foundation.

Lorna has applied to the Rank Foundation Pebble Grants programme – the trustees are meeting some time in January to consider our application.

The Parish Hall arranged for some flowers to be sent to Lorna as a token of the Committees appreciation of all the hard work Lorna has been doing on behalf in raising funds for our Toilet Extension Project.

## 10. Future Events

- In the short term COVID will continue to hamper staging events for the village.
- David Ayre has arranged the 'Rick Tucker Evening' - will take place on 3<sup>rd</sup> December 2022

- Platinum Jubilee (3<sup>rd</sup> June 2022) - John Stainer suggested a joint celebration with other organisations within the village – John will be discussing at the next community field meeting – all committee members present were in favour – on-going.
- Terry King suggested that the Parish Hall should stage an opening ceremony for the new toilet facilities. Would take place in around 3 months' time – all committee members present were in favour – on-going.

**11. Hall Share** - Nothing to report.

**12. Cleaning** – as more activities are taking place in the Hall the necessity for a retainer payment to Nikki Oggiano has been negated.

**13. Bar stocks** - unchanged from last meeting.

**14. Website**

As the Parish Council now have their own website, they will now only pay 50% towards the running of our website annual costs which is disappointing as this site is run for the village not for the Parish Hall.

Nothing else to report

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

David Ayre to check.

**16. New Committee Members**

Nothing to report

**17. Any other business**

Gaynor Isaac commented that the village Christmas light competition was very successful and brightened up the village over the Christmas period.

**18. Date of next management committee meeting**

Tuesday 15<sup>th</sup> Feb 2022 at 7.00pm

The Meeting closed at 8.18pm