

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Tuesday 16<sup>th</sup> November 2021 at the Parish Hall

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

**1. Apologies for absence:** Pat Williams

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

Minutes - Committee Management Meeting 5<sup>th</sup> October 2021

Notes – Building Sub Committee Meeting 27<sup>th</sup> Sept 2021

Notes – Building Sub Committee Meeting 20<sup>th</sup> October 2021

Notes – Building Sub Committee Meeting 5<sup>th</sup> November 2021

Notes – Building Sub Committee Meeting 11<sup>th</sup> November 2021

**4. Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 15<sup>th</sup> November 2021.

Income: £35,836.76 (Bookings £459, West Down PC half Yearly Grant £250, Fullabrook Grant £25,000, National Lottery Grant £10,000, Website Fee £25, Fashion Event £102.55, Bank Interest £0.21).

Expenditure: £26,032.72 (Nikki Oggiano £268, 3 x expenses £86.72, Electrical works £433.15, Fire Equipment Inspection £110.40, Water £64.45, Premises Licence £70, Builder 1<sup>st</sup> Payment £25,000)

We applied to the Parish Council for a grant (£1,190) to cover costs for grass cutting and ash dieback issues – they have kindly approved our application (not quite in full) and will make two x £500 payments in 2022 for which the Parish Hall are extremely grateful.

David contacted Deb Hayes to remind her that the Parish Hall was holding £96.47 on behalf of the Coronavirus Support Group. Deb said they will be drawing down some money shortly to cover phone costs. Deb also mentioned that she would be standing down from the group and Tina Pearce will be taking her place.

**5. 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 – Ronnie Maidment has fixed – action complete.

**6. Correspondence**

John Stainer had received an invoice from Simon Baston Assoc. for the structural survey for the new toilet facilities - £440 + VAT. Payment approved by all committee members present.

**7. COVID – 19**

Instances of COVID in North Devon is still high. Functions in the Hall have been limited to 50 and hirers must comply with Government guidelines and our special conditions of hire.

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

Keith Oades reported that regular Hall users continue to return (Border Morris Dancers) and the North Devon Volunteer Services (new hirer) now have regular bookings. Unfortunately, we have lost the Line Dancing group who have sadly folded.

Currently whilst work is progressing with the new toilet project hirers are still able to use the existing toilet facilities. However, at some point in time, during phase 2, the toilets facilities may have to close for a short while.

It was decided to put up a few decorations for Christmas – Keith Oades to suggest dates.

## **9. Hall Developments (Including Acorn Developments and Car Park) Skittle Alley**

John Stainer reported that the skittle alley had been repaired and whilst there was a little bit of work to be done it is OK to hire out.

### **New Toilet Facilities**

Terry King advised on the following:

- There was a written record (notes) of all Building Sub Committee meetings. These notes are being sent to all committee members in draft format and are approved at subsequent Management Committee meetings.
- Has informed NMD Building Control about disabled access to the Hall along with lighting and new sanitary ware for the disabled toilet. A report about the planned fire safety equipment for the new area has also been sent to NDBC. There have been no issues raised on either submission.
- He had filled in forms for South West Water relating to our connection to the sewage system – they had phoned Terry to say all was ok and no further action required.

Building work is progressing swiftly and that the builders, Shaddick's, have been very helpful. The roof extension is in place awaiting tiling. The inside flooring has received a screed. Sanitaryware has been ordered and, when delivered, will be stored to the side of the stage. The electricians have also started some wiring up which in turn helps the plasterers get on with their work.

Lower Broad Park Section 106 grant money – interest has accrued due to late payment. It is anticipated that the Parish Hall would receive around £800. The Building Sub Committee had proposed allowing the Parish Council to retain this interest, or if they were not allowed to retain the interest for the Parish Hall to make a donation back to the Parish Council. This would go towards higher-than-normal auditing fees that the Parish Council will be subjected to as a result of exceeding an income threshold caused by processing the Lower Broad Park Section 106 grant. John Stainer proposed finding a means to get this interest to the Parish Council, Terry King seconded the proposal and all committee member present were in agreement.

John Stainer mentioned there was a meeting with the electricians on Tuesday (16<sup>th</sup>) morning to make safe any wiring and to also discuss and confirm electrical requirements for the build. He is waiting for the electrician to confirm these requirements which will need to be checked and approved.

Outside light for pedestrians and car parking still need to be specified.

As EMC are no longer covering the Halls' emergency electrical cover, we need to appoint a new electrician.

Steve Shaddick gave a copy of his latest liability insurance certificate to John Stainer.

The plumber will be visiting the site on Wednesday to discuss our requirements (proposal to put a new boiler in the new loft extension that will supply hot water on demand to the radiators and taps in the toilets, kitchen sinks (including the hand washing sink) and bar area.

Various items currently on the stage need to be moved and stored elsewhere.

Soakaways have been dug (including the one that will solve Stuart Bryant's water ingress from the car park) and the steps to the rear of the hall have been removed.

## **10. Fund Raising**

Currently our funding situation is as follows:

National Lottery - £10k received.

Sport England - £30k funding pledged.

Fullbrook CIC were extremely helpful in paying £25k of their £30k funding pledge very quickly. John Stainer to convey our immense gratitude.

Garfield Weston - £10k pledged.

Devon County Council Covid Recovery Fund - £3000.

Section 106 LBP money has now been received by the Parish Council. The PC have an extraordinary committee meeting on Friday 19<sup>th</sup> November to discuss how this money will be passed into the community - the Parish Hall are hoping to receive £34,000.

West Down WI Donation received £100.

Norman Trust £2500

Application made to the Foyle Foundation – awaiting reply.

Lorna continues to find other funding sources.

David Ayre produced a 'broad brush' account showing the financial position of the Parish Hall taking into account grants received/ due/ cash on hand (£144k) verses project building costs (£118k). Whilst we are showing an excess of funds our project costs will rising (additions = new boiler, exterior decorating, revised electrics, additional ground works) and there is still a slight concern about whether the project will be subject to VAT although our builder's accountant has said it should not apply to our build.

#### **11. Future Events**

- Ferret Race – John Stainer contacted Terry Moule to advise him that the Hall were concerned that the race could present itself as a COVID hotspot and that reluctantly it will have to be delayed until November 2022. John offered to still pay his fee but Mr Moule kindly declined.
- David Ayre spoke with Rick Tucker and delayed the 'Rick Tucker Evening' until 3<sup>rd</sup> December 2022.

**12. Hall Share** - Nothing to report. Next meeting expected March/ April 2022.

#### **13. Cleaning**

David Maidment has reported that 5 litres of Altro 44 cleaning solution for the kitchen floor has now been received and is in the cleaner's cupboard.

**14. Bar stocks** - Terry King provided a current stock list (value £155.95).

#### **15. Website**

The Parish Council now have their own website.

David Ayre questioned whether the costs for hosting our site and any remedial work should still be given to the Parish Council. It was considered that as the site was for the community, the Parish Council should still cover these costs (the Parish Hall merely operates the site on behalf of the community). Whilst a small income is derived from advertising, this money is there to cover costs if we had to engage a new host.

A page for the Parish Council will continue on the Community website but with a link to the new Parish Council website. David Maidment asked that the Parish Council to confirm exactly what detail they want kept on the website and what can be deleted.

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

David Ayre to check after meeting.

#### **17. New Committee Members**

Ian Davies from the Lower Broad Park Estate was voted onto the Committee at the AGM.

#### **18. Any other business**

Nil

#### **19. Date of next management committee meeting**

Tuesday 4th January 2022 at 7.00pm

The Meeting closed at 8.55pm