

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Tuesday 5th October 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 18th August 2021

Notes – Building Sub Committee Meeting 25th August 2021

Notes – Building Sub Committee Meeting 10th Sept 2021

3. Treasurer's report:

David Ayre emailed a copy of the balance sheet to all committee members as at 5th Oct 2021.

Income: £1047.52 (West Down WI Donation £100, Solar Panels £269.13, Western Power Wayleave £11.92, Bank Interest £0.47).

Expenditure: £3697.12 (Nikki Oggiano £601, Gas £66.64, Electric £42.26, D Maidment expenses £31.10, Accountants £840, Window Cleaning £20, Allied Westminster Insurance £1120.62 + £7.50, Lorna Jones £320, NMD Building Control £648)

Many thanks to the WI for their support and £100 donation.

David mentioned that our income for the year ending Sept 2021 will be £23708 which is below the threshold of £25000 for a more comprehensive and more costly audit. John S questioned whether one-off grant payments should be included in our income figures. Terry K said that without including grant monies our income would have been between £10k - £15k. David A to check and advise.

David advised that the time had come to make an application for the yearly Parish Council grant. The Committee asked David to apply for a grant support of £1190 that would cover grass cutting (£480) for 2012 – 2020 and the removal of trees suffering from Ash Die-Back (£690).

Terry King asked whether the Coronavirus Support Group were aware that we were holding £96.47 in our accounts on their behalf. David to remind Deb Hayes.

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 – Pippa Stafford had brought some stickers to the meeting that may be useful. Ronnie M working on this.

5) Terry King had sent an updated section 106 grant application to Sue Ayre of the Parish Council.

5. Correspondence

Terry King received a letter from NDC wanting to increase the rateable valuation of the Parish Hall as a result of new toilet facilities which increases the Hall's square meterage by 28 Sq/Mts. This is of little consequence as we do not pay any rates.

6. Covid – 19

New government direction removes all Covid restrictions regarding how the Hall operates but passes the onus on to the Hall and Hirers on managing the Covid virus.

The Hall's special conditions of hire have been revised in line with current Winter 2021 guidelines. Keith O has sent a copy of these terms to all existing hirers and will also send a copy to any new hirers. The community website has also been updated.

Functions in the main hall have been set at 50 people and 10 people for Room 2000. These are purely arbitrary quantities. Hirers must keep contact records of all attendees of a function in case someone who attended that function becomes ill with Covid.

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

Keith Oades reported that regular Hall users had started to return.

It was considered too early to start advertising for new hirers as building work is about to start for the new toilet facilities. Advertising to start when this work is completed.

When building work is in progress users will need to enter the hall via the Room 2000 entrance. It was mentioned that the lock on the Room 2000 door needed tightening up – action John S.

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

Skittle Alley

Still to be repaired – **not discussed at this meeting.**

New Toilet Facilities

The Halls Building sub-committee had a number of meetings which will continue to take place until the project is complete.

The original Schedule of Works had been reviewed and updated to reflect additional requirements and passed on to Shaddick's who are our building contractor.

John Stainer has found a structural surveyor who has provided a report which has been passed on to Shaddick's. We could not proceed without this report.

We are waiting for Shaddick's to make some suggestions on ways to provide hot water to the toilets. David Maidment had spoken with ProHeat who currently services our boiler. He suggested using a condensing boiler positioned in such a way to provide hot water on demand for the radiators, toilets and kitchen. ProHeat to quote accordingly. Terry King suggested that David discusses with Shaddicks for their opinion. The funding for our building project stands at £70k pledged, £30 section 106 grant (John Stainer and Terry King felt confident this will happen) and £25k in our bank account. Final costs are expected to come in at around £130k/ £140k and, as such, Lorna Jones is continuing still applying for other grant opportunities to cover the current shortfall.

We should have enough funding in place to cover phase 1 of the build (external works) which gives us time to complete funding arrangements before phase 2 (internal works/ completion).

Terry King confirmed that an application had been made ND building control which included plans, schedule of works and structural surveyors report.

The Post Office are fully aware of the works taking place and they have been told they will take priority over any work that is going on. A notice needs to be posted around the Hall stating that the Post Office will be open as usual during the construction period – action Ronnie Maidment.

Car Park

It was commented that we must not lose sight of the water ingress problem that affects Stewart Bryant property.

9. Fund Raising

Bernard Sunley unfortunately declined our second grant application citing lack of funds.

Currently our funding situation is as follows:

Sport England - £30k

FCIC - £30k

G Weston - £10k

Section 106 LBP - £30k approx.

Hall reserves - £25k

West Down WI Donation £100

Lorna continues to find other funding sources – Foyle Foundation, DCC Covid Fund and others.

10. Future Events

- The Village quiz, now not being considered for 2021, will be delayed post building works in 2022.
- Recent Young Farmers BB was not as well attended as on previous occasions – we will consider a BB for the Hall in 2022.
- Whilst the Ferret Race was planned for the 13th November, because this event will probably attract more than the current maximum 50 people limit and there will be a lot of youngsters which could create a Covid hotspot, it was decided to delay this event until 2022. The committee were happy to still pay Mr Mole's fee bearing in mind his support for this event in the past.
- David Ayre to see Rick Tucker about delaying the 'Rick Tucker Evening' until 2022.
- Jane Williams is holding a fashion evening in November as a fundraiser for the Hall. John S and Keith O to host the event on behalf of the Hall.

11. Hall Share – David Ayre attended a meeting at Huntshaw on 21st Sept 2021 which was the first one held since the Covid lockdown. Nothing to report other than most Halls across the region had similar problems to those we had encountered during the Covid lockdown period. Hall share are looking to hold three meetings in 2022 – March, Summer and September.

12. Cleaning

Keith Oades mentioned that Nikki Oggiano had become a bit lax in keeping up with the cleaning during the 'Covid' lockdown period but after having spoken with her this had improved usage during the Covid. It was agreed to review Nikki O's payment arrangement in January 2022.

David Maidment has ordered 5 litres of Altro 44 cleaning solution for the kitchen floor which should be delivered in the next few days.

13. Bar stocks – No change

14. Website

There was an issue with people visiting our website where they were greeted with an 'on line pharmacy' page. This was down to the Google search engine and was resolved very quickly by J Godfrey. Ronnie Maidment asked that it was important for organisations connected with our website to make her aware of any events/meetings they may be holding so she can update the website accordingly. David Maidment said this was important as the website is a source of information for the community.

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

David Ayre reported that he was up to date with checking fire extinguishers and first aid kit but he will check to see if the carbon monoxide alarm is within date.

Keith Oades to check that emergency lighting is working OK.

16. New Committee Members

It was suggested that we offer tea/coffee and mince pies to any guests at next month AGM which may give us an opportunity to attract fellow villagers into joining our committee. Gaynor Isaac to organise tea/coffee/mince pies.

17. Ash Dieback

Ash trees to side of Hall (store room/ kitchen) – John Stainer had contacted a tree surgeon to report on the condition of our two ash trees. One of the trees has ash dieback and canker and is nearly dead and he expects the larger tree would need to be taken down within the next 18 to 24 months. The cost for felling both trees has been quoted at £575 + vat and a further £150 if the stumps were ground down. As these trees do not pose any immediate danger, we will arrange to have them felled after the toilet extension has been completed.

18. Any other business

Trustees Indemnity Insurance: John Stainer had been in touch with Allied Westminister (Hall's insurers) who confirmed that this type of insurance only covers a third party for any mistakes made by the Hall trustees and would not cover any costs associated with our builder should they go out of business during the building works. This being the case, it was thought that this type of insurance was not necessary especially when considering it had never been taken up since the Hall came into existence in 1957.

19. Date of next management committee meeting – 7.00pm Tuesday 9th November for our AGM to be followed immediately after by a Management Committee meeting.

The Meeting closed at 9.05pm