

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 13th July 2022, 7.00pm at the Parish Hall.

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

Guest: Helen Blackman (West Down baby and toddler creche)

In memory of Pat Williams, who was a valued member of the Parish Hall's Management team for many years, all those present stood in silence for a minute's reflection.

Helen Blackman had requested the opportunity to address the Hall's committee about the creche that she is currently operating from the Parish Hall. Helen, who has a young family of her own, started off by thanking the committee for their support and was very happy with the Halls facilities. Helen, who has qualifications and a working background in mental health, set up her creche during the COVID lockdown. The number of families attending the creche varies from 5 to 8 and in turn they bring between 6 and 16 babies/toddlers (new born to the age of 4). She believes this creche provides important support to new families in difficult times and is good for mental health as well as creating a community spirit. Initially Helen obtained funding from Fullabrook CIC to get the creche up and running together with the help of two other parents (these two people have since stopped helping). Helen hires the Hall on a Tuesday morning and 'sets up' her equipment the evening before. The Parish Hall charges a supported charge out rate of £5 per session which is currently under review. Helen understands that the support the Parish Hall is providing cannot last indefinitely and is seeking additional funding. One issue for Helen was the need for storage space which from the Hall's point of view is, at this particular point in time, in very short supply. Storage would be of great help and reduce some of the burden of having to transport her equipment to and from home. The majority of families attending were from West Down with a few families from coming from the surrounding area. Helen charges a nominal sum of £2 per family which includes tea and coffee. It was explained to Helen that the Hall costs around £200 per week to run and as committee members are trustees, we have a responsibility to make sure these costs are covered. Unfortunately, unlike some other organisations that can afford to host such activities at very low rates or for no charge we are more like a business and must charge at an appropriate rate.

1. Apologies for absence: Terry King, Pippa Stafford, Ronnie Maidment.

2. Minutes of Committee Management Meeting held 25th May 2022 were approved.

3. Treasurer's report:

David Ayre emailed a copy of the balance sheet to all committee members as at 11th July 2022.

Income: £2933.27 (Bookings £1222, Sport England grant £1500, Website fees £50, Donations £81, Good Energy £75.48, Bank Interest £4.79).

Expenditure: £3411.42 (Nikki Oggiano £657, Parish Hall Open Day costs ££72.62, Various expenses £132.46, Electric £812.98, Gas £207.86, Exterior painting £2158.50).

4. Matters arising from the Minutes:

4)17)2) The Eric Nott family had been invited to the Jubilee promotional day at the Parish Hall on 2nd June 2022. Two of his sons attended the open day and were very impressed with the Hall and appreciated the gesture of naming a room in Eric's memory. They kindly donated a painting of the Hall that had been given to Eric many years ago in recognition of the time and hard work he had devoted in making the Hall a valued asset to the West Down community.

4) 9) PAT testing of electrical equipment in the Hall has been carried out by James Electrical and we are now awaiting an invoice.

18) Photo of the Hall's new frontage has been put on the Parish Hall page on the Community website.

18) A stock check of the Hall's inventory was carried out by Keith Oades, Ian Davis and David Maidment. Whilst there were some crockery shortages this was more than made up by a donation of similar crockery by a thoughtful villager.

18) The Post Office sign at the car park entrance needs updating with latest opening times – Keith Oades to talk to Avice Yeo – ongoing.

5. Correspondence

David Ayre had received an email from the Parish Council about money that is available from the Climate and Environment Grants fund and asked if the Parish Hall had any projects in mind. Closing dates for any application is 31st August 2022. The committee were asked to give some thought how best we could use this funding opportunity. David Maidment suggested landscaping around the perimeter of the new carpark and planting up with meadow seed.

6. COVID – 19

Nothing to report. It was decided to keep this topic on the agenda in light of the current very high infection rate.

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

Nothing to report.

The number of regular Hall users is quite low at the moment – Karate, Yoga, Post Office, WI, Gardening Club and a Creche. What is concerning is that three of these users have supported rates.

We need ideas for attracting new users.

The Parish Hall's page on the community website to be updated with latest photos – action D Maidment (photo shoot 21st July 10am).

The Post Office have now settled their outstanding account for hire fees up to the end of May.

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

Inner door to Gents and door to Room 2000 toilets have now been eased and lock to Room 2000 toilet is working OK. John Stainer has spoken to Steve Shaddick about the isolator switch(es) – Steve will discuss with the electrician.

Drain cover in the car park is sitting proud – John Stainer and David Maidment to try and resolve – on-going.

Decorating to the outside of the Parish Hall was completed in time for the Jubilee celebrations. Oscar (North Devon Paints) has quoted £400 for making good and painting the underside of the main entrance porch and the Room 2000 porch - this was approved by all committee members present. Work can commence once some outside lighting alterations have been made. David Maidment to advise Oscar.

John Stainer has spoken with Alan Cullen about a 'Names' display board – on-going.

Fitting of 'common' key barrels to the new UPVC doors (i.e. one key fits all) – waiting on George to fit – on-going.

John Stainer has spoken with Steve Shaddick about the floor hatch trim in the ladies and in addition the ceiling hatch mechanism in the lobby area.

David Maidment to try and locate and file instructions for all new equipment used in the Toilet Block project – on-going.

Fitting of new UPVC storeroom door around September time.

Car park entrance gates – suggestion to modify existing gates. John Stainer investigating – on-going.

John Stainer has fitted the Fire Bell to the main Hall.

Improving pedestrian/vehicular access down the kitchen side of the Hall – on-going.

The salt bin has now been relocated.

John Stainer has arranged for additional PIR lighting to light up the car parking area – James Electrical coming on Friday to fit.

PIR floodlight by porch had been adjusted.... needs checking.

Ronnie Maidment has purchased a small bin for the lady's toilets. No further action required.

The automatic door from the lobby area to the main hall is causing an issue as to whether it should be turned off or left on for functions – John Stainer to discuss with Steve Shaddick – on-going.

The new storeroom has a locking door and was primarily for storing drinks – at the moment its is being used for cleaning equipment and is not being locked.

9) Fund Raising

- Sport England – remaining £1500 now received and David Maidment completed an on-line questionnaire which complied with Sport England's terms and conditions.
- Donation bottles for the Jubilee promotional day raised £66.
- Platinum Jubilee Village Hall Improvement Grant Fund – we have an opportunity to tap in to this Government initiative for modernisation and improvements to the Parish Hall. There were a number of suggestions: new interior LED lighting, increase the number of solar panels on the roof and installing energy storage batteries, 3 phase electrics, loft insulation, new secondary windows, resurfacing car park, increase storage space (extend old storeroom), defibrillator, charging point for electrical vehicles – committee members have been asked to come up with any other suggestions. John Stainer offered to do a feasibility study.

10. Future Events

- Rick Tucker Evening arranged for 3rd December 2022.
- Jubilee Promotional Day took place on Thursday 2nd June 2022 and was well attended and considered a success.
- Ferret Race to take place on 12th November 2022.
- Village Quiz (proposed for September 2022) – in light of Pat Williams passing it has been decided to defer the Village Quiz until January 2023. Gaynor Isaac has showed an interest in helping out.

11. Hall Share – next meeting 14th July at Berrynarbor. David Ayre will be chairing the meeting and John Stainer will accompany. Questions to be asked about how other Halls manage health and safety matters and how other Halls decide on their charge out rates.

The next meeting after Berrynarbor will be held at West Down and was provisionally booked for the 6th October – Keith Oades to confirm if this is OK. It would be helpful to have a number of committee members support this meeting and refreshment need to be arranged.

12. Cleaning – Nikki Oggiano is away on holiday from 4th – 10th August. Kirsty Tucker to be contacted to see if she can provide cover.

13. Bar stocks – some stock had been used on the Jubilee promotional day – Terry King to update in due course.

14. **Website** – Parish Hall page to be updated with latest photos of chair/table layouts for the main hall, Room 2000 and the Eric Nott room, also photos of the projector and screen and any other equipment that will promote the Hall facilities. Photo shoot arranged for Thursday 21st July at 10am.
15. **Fire extinguishers, First Aid Kit and Carbon Monoxide Alarms**
David Ayre to carry out checks after this evening's meeting.
16. **New Committee Members** – Helen Blackman expressed an interest to sit on the Parish Halls committee – this needs to be followed up - action Keith Oades.

17. Any other business

Hire charges

- 1) Helen Blackman (West Down Creche) made a presentation to the committee earlier in the evening about a baby and toddlers creche she is operating from the Parish Hall on a Tuesday morning. There are two issues to consider: -
 - a) Storage – it was decided to clear out one of the steel cabinets (next to the external storeroom door) and offer this to Helen as a storage area – action Keith Oades and David Maidment (Thursday 14th July 10am).
 - b) Hire charge out rate – Helen currently gets a heavily supported rate of £5 per session. The committee have decided to continue to support her but at an increased rate of £10 from 1st Aug to 31st October where another review will to be considered. Keith Oades to inform Helen Blackman.
- 2) The Yoga class is being charged a supported rate of £12 per session (should be £19) – it was decided that the current rate was not viable and as such should be charged the full rate. Keith Oades to inform Yoga class (it was decided after the meeting not advise the Yoga class of any changes pending a report from tomorrow night's Hall Share meeting regarding other halls charge out rates).

18. Date of next Management Committee Meeting

Wednesday 14th September 2022 at 7.00pm and will be held at the Parish Hall.

The meeting finished at 9.30pm