

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Tuesday 15<sup>th</sup> March 2022, 7.00pm at the Parish Hall.

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

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

**2. Minutes of Committee Management Meeting** held 8<sup>th</sup> February 2022 were approved.

**3. Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 15<sup>th</sup> March 2022.

Income: £6,258.10 (Bookings £383, Rank Grant £3,100, NDC Covid Grant £2,667, Good Energy £107.72, Bank interest £0.38).

Expenditure: £27,482.66 (Nikki Oggiano £278, N Tucker Cleaning cover £129, Tree slot £24.11, new Hall sign £637.18, British gas £435.40, EDF £195.07, DCT subs £50, Steven Shaddick builder £25,733.90)

David A also provided all committee members an updated account for of the Toilet Extension Project 9.3.22.

The Hall's annual accounts have been approved by our auditors. These will need to be signed by Hall officers and returned to the Auditors for signing.

David Ayre had received an email from Deb Hayes to say that the Covid Support Group had been wound up and the £96.47 held on their behalf should be donated to the Parish Hall. She thanked the Hall for their support. Deb H also asked if we knew of anybody/organisation that might benefit from tablet computer and a phone which were used by the support group. Giving the tablet to the school was a suggestion.

**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.

4) 9) We need to find an electrician willing to provide 24-hour emergency cover for the Hall – John Stainer to contact electrician currently working on the toilet project (James Electrical Contracting of Barnstaple offer 24-hour support). Any contactor must be qualified for commercial premises – on-going.

**5. Correspondence -**

David Maidment had received a Gas Safety Certificate from Ideal Heating relating to the new boiler installed in the Parish Hall (Toilet project).

David also received an email from Pippa Stafford asking the following:

- i) New keys to the hall: response - these will be given out in due course.
- ii) Fees for hiring out the skittle alley to the WI: response - £10 on top of hall hire charge.
- iii) Planting of daffodils and snowdrops around tree to the left of the Hall entrance: response OK but must be close to the tree.

David to advise Pippa.

John Stainer had received an email from Ben (Hall's next-door neighbour). Part of his adjoining wall had fallen down in the recent bad weather and he will be replacing it with a wooden fence. He will also clear up the area and plant some trees. He asked if he could install an access gate so his family could cut across the Hall's land and exit onto Ilfracombe Hill Road. This would be safer for them than having to walk up Dean Lane as they currently do. The committee were, in principle, but stressed would not constitute a public right of way.

## 6. COVID – 19

The Government have changed the rules regarding COVID and David Maidment suggested a separate meeting to decide on how the Hall would respond to these changes. Meeting arranged for 22<sup>nd</sup> March at 10am – all committee members welcome.

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

We have lost the Border Morris dancers and the Cowboy Line Dancing group as both have disbanded. Keith Oades had reported that Heather who runs the Post Office from Room 2000 and tripped on the sill of the new door hurting herself and damaging some post office equipment. Keith Oades and Ian Davies to carry out minor repair work to the outside tarmac area adjacent to the door that has become worn over time and David Maidment to produce and display a 'Mind the Step' sign.

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

Terry King said that the project was nearing completion.

Automatic door closers, whilst fitted, had still to be wired in and the new signage for the Hall has to be put up. A snagging list has also been produced which will be discussed with our builder.

We require a Completion Certificate from Building Control and a final invoice from Steve Shaddick that will allow us to claim the remaining amount of £1,500 from the Sport England grant. Steve Shaddick is meeting with the Building Inspector tomorrow (Wednesday) a.m.

Whilst main costs have come within budget, we need to discuss the cost of extras with Steve S. Rubbish from the build needs to be removed from the stage.

The new Room 2000 door is a fire exit and currently the lock configuration is incorrect. A turn catch, similar to those on the main doors, needs to be installed.

Lack of lighting for the car parking areas needs to be looked into to make it safe when hirers leave the Hall in the dark. There is a PIR light shining out to the entrance and PIR lighting to the underside of the covered area adjoining Room 2000. This is not sufficient – additional lighting to the parking areas is required.

Keith Oades suggested that the radiators, which get very hot, may need boxing in.

The front and rear of the Hall are newly painted. We are waiting for a quote from the decorator, who has been working in the hall for the toilet project, to paint the remainder of the Hall's outside.

It was estimated that we could have up to £30k in our bank account once all project bills have been paid. A few suggestions were made for spending this money: A new back door to the old storeroom, dig out bank and improve pathway to the Hall's north facing side.

There is an issue when leaving the Hall in that medium/low growing vegetation obscures traffic coming down Ilfracombe Hill Road. This could be resolved by cutting back.

John Stainer will get in touch with Mark Evans to remove the Ash trees infected with 'dieback'. John will get quotes for digging out the bank and laying a new footpath (as mentioned above).

David Ayre mentioned that the Salt Bin needs to be repositioned to the front of the Hall close to the driveway.

Re-installing gates to the Hall still needs to be investigated – one suggestion was to extend/modify the existing steel gates.

The Post Box need replacing as the existing one had been damaged during building and Keith Oades has bought a key safe (to be installed into the old storeroom) where all keys for the Hall can be safely stored.

## 9) Fund Raising

We have £1,500 to claim from Sport England which will be done once we have clearance for the toilet project from Building Control and have received the final builder's invoice. Thereafter it is not envisaged to do any further fundraising in the short term.

## 10. Future Events

- Rick Tucker Evening arranged for 3<sup>rd</sup> December 2022.
- Platinum Jubilee – planning currently hampered by lack of funds and concerns that a number of villagers may be away. The Community Field was looking into funding opportunities. Gaynor Issacs asked if the Hall would be prepared to buy bunting and flags and keep as Hall stock for any future events. A figure of £200 was proposed by John Stainer, seconded by Keith Oades - all committee member present were in agreement.
- New toilet block opening celebrations being considered – on-going.
- John Stainer has been trying to contact Terry Moule. Currently looking at two possible dates - 5<sup>th</sup> or 12<sup>th</sup> November. It was felt that if the event was held on 5<sup>th</sup> November quantities may be compromised by Guy Fawkes nights. Holding the event in October could also be considered – ongoing.
- Village Quiz (proposed for September 2022) - Terry King to check if Carole King has the questions.

11. **Hall Share** – Hall share is now up and running post COVID: next meeting 7<sup>th</sup> April at Kings Nymptom.

## 12. Cleaning

- Due to building works the Hall has got very dusty - Keith Oades to get a price from Nikki Oggiano for a deep clean.
- Ronnie Maidment to check out what we need to kit out new ladies' toilets
- Add to April's meeting agenda that Nikki Oggiano pay rates are to be reviewed as a result of extra cleaning that will be needed for the new toilet areas.

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

14. **Website** – Ronnie Maidment reported that the Parish Council now has their own website. Their page on the Community website has a link to the new site and all content has been removed.

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

David Ayre to check after meeting.

Keith Oades to run down emergency lighting and reboot.

16. **New Committee Members** – nothing to report – ongoing.

## 17. Any other business

David Maidment suggested that the Hall should be keeping health and safety data sheets and product data sheets for cleaning solutions and any other chemicals used by the Hall. The dishwasher concentrate used in the dishwasher contains sodium hydroxide and caustic soda and is very corrosive – health and safety/ product data sheets to be displayed in the kitchen in case of spillage. He also suggested keeping this information in a shelved area along with any other technical information (i.e. Asbestos Management Survey, chemical purchases) for hall users to access if necessary.

## 18. Date of next management committee meeting

Wednesday 27<sup>th</sup> April 2022 at 7.00pm and will be held at the Parish Hall.

The Meeting closed at 9.15pm