

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 25<sup>th</sup> May 2022, 7.00pm at the Parish Hall.

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

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

**2. Minutes of Committee Management Meeting** held 27<sup>th</sup> April 2022 were approved.

**3. Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 23<sup>rd</sup> May 2022.

Income: £716.09 (Bookings £214, Parish Council Grant (1/2 share) £500, Bank interest £2.09).

Expenditure: £981.16 (Nikki Oggiano £271, window cleaning £20, floor cleaner hire £46.82, post box etc £98.03, South West Water £65.31, grass cutting 2021 £480)

David Ayre mentioned that he had ring fenced £20,000 for VAT cover, that the Hall had received £500 grant (1<sup>st</sup> of two payments) from the Parish Council, that he had paid Josh Clark for grass cutting in 2021 and made a solar panel meter reading to Good Energy.

David had been asked by the WI to oversee their accounts for which he was given £15 - he kindly donated this amount to the Parish Hall.

**4. Matters arising from the Minutes:**

4)17)2) The Eric Nott family have been invited to the Jubilee promotional day at the Parish Hall on 2<sup>nd</sup> June 2022.

4) 9) John Stainer is waiting for a quote from James Electrical for PAT testing electrical equipment at the Parish Hall.

5) John Stainer reported that our neighbour, Ben, will be installing a gate in his adjoining fence at some point in time.

18) Photo of Hall's new frontage to be put on website.

**5. Correspondence**

Terry King had received notification from North Devon Council that the Hall had been given a 100% business rate discretionary discount (i.e. no rates to pay for 2022).

**6. COVID – 19**

Nothing to report

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

Keith Oades was concerned about the current disparity in what he is charging hall users (hall charges in general will be covered by topic 13) on the meeting agenda.

The Hall is currently subsidising the Post Office who are being charged £10 for a Monday £10 on a Wednesday Wednesday and £5 on a Friday (it was noted that the PO are in arrears for up to 5 months usage which is particularly annoying as it is a subsidised hire – David Ayre to write to Colin).

The baby creche (9am to 12pm Tuesday) is being charged a 'support' rate of £5 to get the scheme up and running. They are actually setting up the night before which means they are getting two hires for £5. Setting up, on a Monday evening, is not too much of a problem unless someone wants to hire the Hall on a Monday evening which will take precedent.

Some committee members felt that Hall users should bring any equipment on the day and take that equipment away on the day.

Yoga is currently paying £12, again to help get it up and running when their rate should be £27.

Keith Oades and John Stainer to write to Yoga and the Baby Creche.

In some instances, our hire charges are not covering running costs and this situation will be exacerbated during the autumn/ winter months.

As the Hall has very limited storage John Stainer suggested buying a wooden shed. Whilst a good idea, it could be easily broken into and who would be responsible for its security. A container (as per the community park) would be safer but costs are prohibitive at around £10,000 (they were £3000 - £4000 pre-covid).

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

John Stainer to contact Steve Shaddick – inner door to Gents and door to Room 2000 toilets need easing and lock to Room 2000 toilet is stiff. John to also find out where the isolator switch/s to the 2 x outside sockets is/ are located.

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

Decorating to outside of Parish Hall in progress – should be finished in time for Jubilee open day – cost £2128.50 (£2048.50 plus £80 for two additional pots of masonry paint). Oscar to quote for making good and painting the underside of the main entrance porch and Room 2000 porch.

John Stainer reminded the committee that a board displaying the names of those people/ companies/ trusts who were involved with the building and funding of the New Toilet Block project. This board could be positioned under the Room 2000 porch.

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

Keith Oades unable to lay silicone bead around trim of floor hatch in ladies' toilet. John Stainer to discuss with Steve Shaddick.

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 to contact WM Ironworks – on-going.

New post box fitted

John Stainer to fit Fire Bell in the main Hall - ongoing.

Improving pedestrian/ vehicular access down the kitchen side of the Hall. Still concerns about damaging water/ gas supply infrastructure – suggested digging down under the gas meter to see depth of pipework – on-going.

Salt bin currently at the rear of the Hall to be re-located to a more appropriate position on-going.

Most of the ash tree logs at the rear of the Hall have been removed.

Additional PIR lighting required for the car parking area – John Stainer to discuss with James Electrical.

PIR floodlight by porch needs adjusting – light coming on during the day – Keith Oades/ David Maidment to sort.

A work party is needed to cut back low-level vegetation which is obstructing drivers' view when leaving the Hall's car park along with general tidy up before Jubilee celebrations.

John Stainer has a mat for outside the Hall's entrance area.

Ronnie Maidment bought 2 x large waste bins (Ladies and Gents toilets) and sanitary bags for the Ladies/ Disabled and Room 2000 toilets. Ronnie still to purchase a small bin and maybe another bin.

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 investigate.

## 9) Fund Raising

- Sport England – remaining £1500 - Terry King brought the application form to the meeting for John Stainer to counter sign. Once signed Terry will make the application.
- Donation bottles to be present for the Jubilee promotional day.

## 10. Future Events

- Rick Tucker Evening arranged for 3<sup>rd</sup> December 2022.
- Jubilee Promotional Day Thursday 2<sup>nd</sup> June 2022, 2.00pm to 5.00pm.

Gaynor Isaacs will be making cakes, buy milk on the day, arrange tea, coffee, squash, paper plates, serviettes and paper cups for the squash. Gaynor has the bunting, balloons and flags. Gaynor will purchase 12 bottles of prosecco. Terry King to bring plastic wine glasses. Would committee members make every effort to help prepare the Hall on Thursday morning at 10am. Ronnie Maidment to produce a slide show on a USB device – Keith Oades and David Maidment to set up lap top, projector and portable screen for the slide show to be shown on the stage. Roger Purle has some old photos that we might be able to use.

David Ayre has invited all Parish Councillors and the Parish Clerk, Andrea Davis, Malcolm Wilkinson, Martin Rich, Lorna Jones (unfortunately away), Steve Shaddick, Directors of FCIC, John Alexander, Carole King, Stewart and Karen Bryant, Post Office (Colin and Heather) and Eric Notts family. Nikki Oggiano and Josh Clark to also be invited. Keith Oades to invite all current Hall users.

David Ayre to put out Hall's banner.

Ronnie Maidment - latest Hall hire charges to be put up on internal/ external notice boards and hand out sheets to be printed.

Keith Oades and David Maidment to construct skittle alley; Keith O to see if we can borrow a scoreboard from the Crown.

David Maidment to run the bar.

- Ferret Race to take place on 12<sup>th</sup> November 2022.
- Village Quiz (proposed for September 2022) – Pat Williams has prepared the questions. Pat and Carole King to host the event. Gaynor Issacs to manage refreshments, David Maidment to operate computerised scoring.

**11. Hall Share** – next meeting 7<sup>th</sup> July at Berrynarbor. David Ayre to enquire about how other Halls manage health and safety matters.

**12. Cleaning** – Keith Oades would like to apply another coat of sealer to the Halls wooden floor.

## 13. Hall Charge Out Rates

In the main, hall charge out rates have been held since 2019 with the exception of weddings that had been increased to £175.

Electric and gas will see significant increases (£1200 p.a. estimate) in the coming months and bookings are considerably down due to the Covid 'hangover'. Cleaning costs (£4000 p.a.) have increased by 10% (£400) and insurance costs have risen. We therefore need generate an increase income for the coming year of around £2000 (estimate).

We will therefore increase hire charges to the following rates effective 1<sup>st</sup> July 2022 and review them again in September 2022.

### **MAIN HALL**

All Day Events i.e. Wedding Receptions	£200.00 (was £175)
Dances, Parties, etc.	£100.00 (was £90)
Suppers, Concerts	£75.00 (was £60)
Mornings, Afternoons, Evenings per session for Meetings, Jumble Sales, Whist Drives, Coffee Mornings, Afternoon teas etc.	£30.00 (was £27)
Children's Birthday Parties (per session - morning, afternoon or evening)	£39.00 (was £30)
Educational Classes (per session)	£19.00 (was £17)
Hire of Skittle Alley (this is in addition to the cost of hall hire)	£10.00
<b><u>ROOM 2000</u></b> (per session - morning, afternoon or evening)	£19.00 (was £17)

Hiring charges not covered above are by arrangement with the Booking Clerk.

Ronnie Maidment will produce a new Hire Charge list which are to be posted to the Hall's notice boards (inside and out) with handouts available for the Jubilee promotional day.

14. **Bar stocks** – unchanged from last meeting.
15. **Website** – Nothing to report.
16. **Fire extinguishers, First Aid Kit and Carbon Monoxide Alarms**  
David Ayre to carry out checks after this evening's meeting.
17. **New Committee Members** – opportunity to promote the Hall on 2<sup>nd</sup> June when we hold our Jubilee promotional day.
18. **Any other business**
  - Terry King, Keith Oades, Ian Davies and David Maidment to carry out stock check of Halls inventory (crockery, tables, chairs etc.) on Friday at 10 am. David Ayre to forward copy of last stock check carried out in January 2018.
  - Website to have updated photo of Parish Hall.
  - Post Office sign at the car park entrance needs updating with latest opening times – Keith Oades to talk to Avice Yeo.
19. **Date of next Management Committee Meeting**  
Wednesday 13<sup>th</sup> July 2022 at 7.00pm and will be held at the Parish Hall.