

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 27th April 2022, 7.00pm at the Parish Hall.

Present: Terry King (Chairman) John Stainer (Vice Chairman), David Maidment (Secretary), David Ayre (Treasurer), Gaynor Isaac, Ronnie Maidment, Pat Williams

1. Apologies for absence: Keith Oades, Pippa Stafford, Ian Davis, Vanessa Hunt

2. Minutes of Committee Management Meeting held 15th March 2022 were approved.

3. Treasurer's report:

David Ayre emailed a copy of the balance sheet to all committee members as at 23rd April 2022.

Income: £320.27 (Bookings £320, Bank interest £0.27).

Expenditure: £6817.59 (Nikki Oggiano £264, window cleaning £20, bunting/ flags £163.15, various expenses £116.20, ash tree felling £690, accountants audit cost £182.40, additional buildings insurance for new toilet block £27.83, wood floor treatment £38.66, S Shaddick builders final invoice £5315.35).

David Ayre confirmed the end of years accounts had been completed and copies are available to view.

David mentioned that the remaining amount of £96 held on behalf of the Covid Support Group had been transferred to the Halls' project fund as requested by Deb Hayes.

David also mentioned that we were still waiting for an invoice from Josh Clarke for last year's grass cutting.

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 has spoken with James Electrical of Barnstaple who can provide a 24-hour service. John S to check that the latest electrical safety certificate issued for work pertaining to the Hall's new toilet block covers just this work or in fact covers other electrical services to Hall. John S will also ask JE to quote for PAT testing electrical equipment in the Hall.

5) Our neighbour, Ben, has now erected a new wooden fence to his adjoining property. We are still waiting to hear if he wants to install an access gate so his family could cut across the Hall's car park to Ilfracombe Hill Road which be safer than having to negotiate Dean Lane.

5. Correspondence

Terry King had emailed North Devon Council to advise them that building works for the new toilets had been completed and that they were welcome to come and do a business rate valuation. He also mentioned the Parish Hall receives a 100% discretionary discount for any business rates.

Terry King has been asked by Steve Shaddick to write to him and confirm that should his accountant's view that the Hall would not be liable for VAT on the new Toilet project was incorrect that the Hall would cover this cost should it arise at a later date. Terry showed a draft of his proposed letter to Steve S which, in essence, was approved by all committee members present. Bearing this in mind, the committee considered it prudent to 'ringfence' £20,000 of available funds and review this position in 12 months. Proposed by John Stainer and seconded by Terry King: all committee members present were in agreement.

6. COVID – 19

A meeting was held on 23rd March to discuss what updates were required to the Parish Halls Covid-19 policies as a result of recent changes in Government advice. As a result of this meeting an email was sent to all committee members on 27th March suggesting they visit the Parish Hall page on the Community website where the updated documentation can be viewed.

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

Whilst Keith Oades was not present at tonight's meeting, he had sent an email to David Maidment to say that he had turned the power supply off to the electric door to the main hall.

Keith Oades and Ian Davies carried out minor repairs to tarmac outside the Room 2000 entrance door.

Keith had previously reported that Heather, from the Post Office, had tripped up when carrying some of her equipment into Room 2000. There was some question as to the height threshold of the new UPVC door recently installed. It has been confirmed by the installer that we had the lowest threshold available. The Post Office has accepted that it was her mistake and the Parish Hall were not at fault.

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

Notes taken at building meeting held 9th April were approved by those committee members that attended the meeting (exception K Oades who is not attending today's management meeting).

Steve Shaddick's final building works invoice for £5315.35 has been received and paid.

We were unsure if Steve Shaddick had included the new UPVC door to Room 2000 in his costs as there was no mention of it in his invoices. John Stainer has spoken with Steve S and whilst there was no mention it had been accounted for.

Drain cover in the car park is sitting proud – Terry King has some small stones available that could be laid around the cover to level up. John Stainer offered the use of his trailer for transport.

We are still trying to find someone who will power wash and paint the outside of the Parish Hall (those areas that were not painted as part of the Toilet Block project).

Keith Oades is arranging for fitting of 'common' key barrels to the new UPVC doors (i.e. one key fits all).

Keith O to lay silicone bead around trim of floor hatch in ladies' toilet.

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

Tarka Home Improvements will be fitting a new UPVC door to the old store-room: cost £795. Fitting around September time.

Car park entrance gates – suggestion to modify existing gates. John Stainer to contact WM Ironworks. Gaynor Isaacs suggested a company in Ilfracombe.

David Maidment to buy new post box – on-going.

John Stainer to fit Fire Bell in the main Hall opposite the fire extinguisher.

John Stainer is investigating improving access down the kitchen side of the Hall. There are two possible scenarios:

- 1) To improve pedestrian access.
- 2) To improve pedestrian and vehicular access.

John S had received two quotes for digging the area out of £6250 + vat and £2774.82 + VAT.

There are concerns as to whether or not essential services (gas and water) could be compromised by this work - on-going.

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

Additional PIR lighting required for the car parking area when Hall users leave in the evening.

It was decided not to pursue the boxing-in of radiators in the main Hall.

A work party is needed to cut back low-level vegetation which is obstructing drivers view when leaving the Hall's car park.

Diseased ash trees have been felled.

As a result of the new Toilet Block extension, it was agreed to increase building insurance cover by £130,000 (i.e. £680k to £810K although due to preferential terms we are actually covered for just over £1,000,000). The committee considered this level of cover was sufficient.

9) Fund Raising

Terry King now has all the information required to proceed with applying for the final £1,500 due from Sport England.

10. Future Events

- Rick Tucker Evening arranged for 3rd December 2022.
- Platinum Jubilee – there is a village meeting tomorrow (28th) to discuss the organising of celebrations – lottery funding has been secured. As for the Parish Hall, Gaynor Isaacs has purchased bunting and flags which are not Jubilee specific so they can be used for any celebrations. Pat Williams mentioned that the WI Craft Group were also making bunting.
- New Toilet Block – it was suggested that we hold a promotional day for the Parish Hall on Thursday 2nd June that will include a free coffee/prosecco morning for guests (who have been involved with the project plus Eric Notts family) and villagers. This would also be an opportunity to try and attract new committee members.
- John Stainer has arranged for the Ferret Race to take place on 12th November – cost £100.
- Village Quiz (proposed for September 2022) – Pat Williams has prepared the questions. Pat and Carole King to host the event. Gaynor Isaacs to manage refreshments, David Maidment to operate computerised scoring.

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

It was suggested that maybe a Hall Share meeting could be held at West Down later in the year.

12. Cleaning

- Terry King thanked Keith Oades and David Maidment for cleaning the main halls wood flooring.
- As a result of dirt/dust created by the Toilet Project building works, Nikki Oggiano is currently carrying out a deep clean of the Hall.
- Ronnie Maidment given the go ahead to kit out the ladies' toilets with sanitary bin/s.

13. Cleaners rate of pay

- David Ayre mentioned that Nikki Oggiano will have been doing the cleaning at the Hall for 21 years in June.
- Pay rates have not changed for 2 years and there are additional toilets to be cleaned.
- Current pay rates £45 weekly retainer and various after event 'clean' rates of between £17 and £3. John Stainer proposed that we increase the weekly retainer by £5 and that all 'cleans' by £1 each. This was seconded by David Ayre; all committee members present were in agreement. This would equate to an increase in excess of 10%.

14. Bar stocks – unchanged from last meeting. This stock will be left in the Parish Halls secure storeroom when next used.

15. Website – Nothing to report.

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

David Ayre carried out checks before this evening's meeting and all was OK.

Keith Oades has run down emergency lighting and rebooted – no issues to report.

17. New Committee Members – nothing to report – opportunity maybe on 2nd June when we hold our Jubilee promotional day to make villagers aware that we need new committee members.

18. Any other business

- Post Office sign at the Hall's entrance needs a few changes to opening hours – Friday now 9am to 11am and there is an error on Wednesday opening time 9.00pm should be 9am.
- Photo of the Hall's new frontage to be displayed on the Community website.

19. Date of next Management Committee Meeting

Wednesday 25th May 2022 at 7.00pm and will be held at the Parish Hall.