

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Tuesday 8th February 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), Vanessa Hunt, Gaynor Isaac, Pippa Stafford, Ronnie Maidment.

1. Apologies for absence: Pat Williams, Ian Davies

2. Minutes of Committee Management Meeting held 4th January 2022 were approved.

3. Treasurer's report:

David Ayre emailed a copy of the balance sheet to all committee members as at 7th Feb 2022.

Income: £7,716.60 (Bookings £166, Foyle Foundation Grant £7,500, Website fees £50, bank Interest £0.60).

Expenditure: £20,395.26 (Nikki Oggiano £266, Expenses £81.27, South West Water £43.49, Bar adjustment £4.50, Steven Shaddick builder £20,000)

David A also provided all committee members an updated account for of the Toilet Extension Project. Whilst we are showing a healthy surplus based on an original builder's cost of £118,000 there have been numerous additions to the original specification build that will diminish this surplus

The Hall's annual accounts were still at our accountants for signing off.

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 - Terry King has received a letter and form from North Devon Council regarding a rate rebate for the Hall. Terry has completed and returned the form to NDC.

David Ayre received an email from NDC regarding a government Covid (Omicron) support grant of £2,667. David A has made an application on behalf of the Hall.

6. COVID – 19

As the Government has started lifting various COVID restrictions, David Maidment asked for the Hall's current Covid policies be reviewed. A meeting was arranged for Friday 11th Feb 2022 at 2.00pm at the Parish Hall – all committee members welcome.

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

Good news in that the Morris Dancers are coming back to hire the Hall.

Helen Blackman's playgroup should start hiring the Hall once the current building works have been finished.

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

New Toilet Facilities

Work on the toilet project was progressing well.

John Stainer had some good news regarding costs. We had been working on costs of £118,000 (quote dated 19.7.21) – these costs included VAT of £7,000 which, according to Steven Shaddick's accountant, we are not liable for and there was a miscalculation of £1,000 (overcharge). These two elements will reduce costs by

£8,000 to £110,000 although this will be increased as a number of 'extras' that have to be allowed for – John S has asked Steve S to confirm these costs he highlighted as follows:

£700 to remove steps and rubble at the back of the hall.

£150 for installing the Stuart Bryant soakaway

£550 for drainage channel to front of hall

£300 to board out loft

£50 for extra wiring for lighting

£800 for non-slip tiles and laying of tiles to the lobby area

£200 for increasing size ladies toilet cubicle.

£5600 for plumber's quote (installation of new boiler and new pipework for hot water supply to kitchen and bar).

This totals £8350.

There are still more extras to be added such as change of the internal entrance to the men's toilet, 2 x loft ladders, new lobby doors to main hall, disability power handles to hall an disabled toilet, external UPVC door to Room 2000.

It was estimated that the whole project will come in at around £125,000.

David Ayre mentioned that there should be anchor points for the external entrance doors.

David Maidment mentioned that the new heating boiler had been on all the time since it was installed. This was put down to the plumber not having fitted a programmer yet and there was a benefit in drying out the newly plastered surfaces.

All members present were in favour of Mark Evans removing the Ash trees suffering from 'Die Back'. John Stainer has a quote but will get additional cost for grinding out the stumps. We have a Parish Council grant to cover this work.

John S discussed removing earth down the side of the hall to improve access to the storeroom and kitchen. John S to investigate further. Terry King mentioned that great care was needed as gas and water supplies were located in and around that area concerned.

New signage (West Down Parish Hall) – John S showed members 'lettering' from the old signage – whilst it could be re-used it may be difficult to source some of the fixings and lining up all the lettering could be problematical. John S had got a quote for new signage which will cost £540/ £600 (fitting extra). All members present were in favour of the new signage.

Terry K thought that we should get a display board showing all contributors that have provided funding for the toilet project. This board would be located in the canopy area adjacent to Room 2000. All committee members present were in favour.

Acorn are expected to finish tarmacking the Lower Broad Park estate at the end of march and presumably will include finishing off the Hall's entrance.

The builders should have fitted new barge boards and air vent to the rear of the hall – these are rotten and the cost of replacements was included in the toilet project building schedule. Also, the area where the steps at the rear of the hall had been removed should have been made good – Johns S to discuss with Steven S.

John S to discuss with Steve S about getting a quote to redecorate the outside of the hall to match with the newly painted areas at the front of the Hall.

Due to a change in design of the men's toilet area we have 1 x urinal and 1 x basin left over. These are to be stored under the stage as spares in case of future damage.

9. Fund Raising

Terry King mentioned that Sport England required proof of the work carried out on the toilet project before they would release the final payment of £1,500 (£28,500 already received).

No more toilet project fund raising required.

The management committee were all very appreciative of the work Lorna Jones put into fund raising for the toilet project.

10. Future Events

- Rick Tucker Evening arranged for 3rd December 2022.
- Platinum Jubilee – A Village Forum took place at the Hall on 7th June and it was decided a ‘village’ organised celebration would take place on Saturday 4th June in the Community field (leaves Sunday for tidying up). It would be left to the individual village organisations to decide on how they wish to celebrate but the Community field would arrange for various types of family entertainment (bouncy castle, BBQ and dog show were mentioned). The Hall needs to decide how to celebrate – a couple of suggestions were a raffle and using the skittle alley.
- It had been suggested that the Parish Hall should stage an opening ceremony for the new toilet facilities which all committee members present were in favour of. This is to be planned for April 2022 and will include inviting various guests and providing refreshments. John Stainer asked for this to be added to the agenda for our next meeting (15th March 2022).
- John Stainer will arrange the Ferret Race for November 2022.
- A Village Quiz was proposed for September 2022 – David Maidment to contact Pat Williams.

11. Hall Share – Nothing to report.

12. Cleaning – Nothing to report.

13. Bar stocks – unchanged from last meeting.

14. Website – Nothing to report.

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

Keith Oades carried out checks and all were OK. Unable to check emergency lighting (run down and reboot) due to current building works – will carry out check when conditions allow.

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

17. Any other business

- David Ayre’s annual Risk Assessment and Health and Safety Policy documents for the Hall was approved by all committee members present.
- Josh Clarke had submitted a quote for grass cutting during 2022 (12 visits x £40 per visit) – approved by all committee members present.

18. Date of next management committee meeting

Tuesday 15th March 2022 at 7.00pm and will be held at the Parish Hall unless advised otherwise.

The Meeting closed at 8.37pm