

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 21st September 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.

1. Apologies for absence: Pippa Stafford, Ronnie Maidment, Vanessa Hunt

2. Minutes of Committee Management Meeting held 13th July 2022 were approved.

3. Treasurer's report:

David Ayre commented that Pat Williams (who recently passed away) had been a committee member since 12th March 2011 – she will be greatly missed.

David emailed a copy of the balance sheet to all committee members as at 19th September 2022.

Income: £729.43 (Bookings £713, Western Power Way Leave £11.92, Bank Interest £4.79).

Expenditure: £2839.13 (Cleaning £900, Various expenses £363.20, Electric £190.77, Gas £73.86, Window cleaning £20, Water £96.30, Tarka storeroom door £795, Porch/ Canopy painting £400).

4. Matters arising from the Minutes:

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

John Stainer had received an email from Stuart Bryant about water run-off from the car park entering his property – see 8) Hall Developments and Car park

Allied Westminster - David Ayre has received the Hall's annual insurance renewal notice effective 7th October 2022. The premium has increased slightly to £1249.51 (was £1148.45) as a result of the 'Toilet Block' project which has increased the Hall's value. Committee members present gave David A the OK to go ahead and renew. Terry King mentioned that our insurance covers defibrillators. We don't have one at the moment but this was something we could consider for the future – whilst they cost around £1500 this could be covered with grant funding.

6. COVID – 19

Nothing to report. It was agreed for Keith to stop sending out Special Terms and Conditions of Hire but the Standard Terms and Conditions of Hire would be updated to state that events must be held in accordance with current Government guidelines. All current Covid notices posted around the Hall to be left in place.

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

Keith Oades reported that Hall users were gradually coming back.

The Young Farmers have a Big Breakfast booked towards the end of October and are being charged £50. It was suggested that we check the electricity meter readings before and after this event to see how much power is being used – action Keith Oades.

Keith O asked that a new email address be created for his position as he is receiving a lot of spam on his personal email address. Ian Davies offered to set this up. Keith O's personal email address to be removed from the Community Website and replaced with the new address.

Thanks to Gaynor Isaacs for providing refreshments during the recent Fullabrook CIC meeting held at the Parish Hall.

8. Hall Developments and Car Park

- Terry King reported back in August 2022 (see email 5th August) that as a result of our toilet block project the Hall's rateable value had been increase to £5100 (was £4050). This is not of any consequence as we currently received 100% relief. However, should there be a change in how rates are assessed we could have an issue. The NDC Valuation Officer contacted Terry K demanding details of any rent or leasing agreements the Hall may have. Terry K completed an on-line questionnaire which has been acknowledged by the Valuation Officer. As we do not receive any rent and we do not have any leasing agreements no further action is necessary.
- Internal isolator switches fitted to 2 x external power socket at the front of the Hall (locations = Room 2000 and lobby).
- Drain cover in the car park is sitting proud – John Stainer and David Maidment to try and resolve – on-going.
- Undersides of porch and Room 2000 canopy have been painted.
- John Stainer getting quote for 'Names' display board – on-going.
- Fitting of 'common' key barrels to the new UPVC doors for main hall and Room 2000 done (i.e. one key fits all).
- Floor hatch area in the Ladies toilet now fixed. Ceiling hatch in lobby area now secured.
- David Maidment has started compiling a record of equipment instructions – on-going.
- New UPVC door fitted to rear storeroom.
- Car park entrance gates: John Stainer investigating – on-going.
- Improving pedestrian/vehicular access down the kitchen side of the Hall – on-going.
- Additional PIR lighting to light up the car parking area fitted by James Electrical. David Ayre awaiting invoice.
- 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. In the meantime, Keith Oades will advise Hall users to turn this function on if they have any disabled attendees.
- The new storeroom is now being locked.
- Toilet seats – one of the lids shattered when dropped on closing (Gents). This was probably down to a manufacturing fault. John Stainer removed the broken lid and has since spoken with Steve Shaddick who can supply soft closers for £15 + vat. It was agreed to go ahead and fit soft closers in both the Ladies and Gents (Room 2000 toilet already has a soft closer and the disabled toilet has no lid).
- Stuart Bryant has reported that his property is still being flooded despite the newly installed soakaway he approved. It seems that the flooding occurs during unusually severe rain storms. It was thought that the Hall's guttering maybe overflowing with water travelling across the car park, flooding the new soakaway and ending up in Stuart's property. The new soakaway drops down toward Stuart's property which would exacerbate the problem and a suggestion was made to raise this area that would direct the water elsewhere. Keith Oades suggested checking out the gutters when we next have a downpour. This issue requires further investigation.
- John Stainer provided a list of possible projects for 2022/23 – suggestions were (1) Increase size of rear storage room, (2) Three phase power supply, (3) Battery storage for solar panels, (4) EV charging points, (5) Additional solar panel system, (6) Upgrade Hall lights to LED, (7) Less dependence on electric heaters, (8) Resurface car parking area, (9) Replace double glazing which is, in the main, 20 years old. These proposals would need investigating further to obtain costs and source funding opportunities.

9) Fund Raising

Photos of our new toilet facilities were sent to the Foyle Foundation who were one of our sponsors for the 'Toilet Block' project.

It was agreed for Lorna Jones to produce and send a report to all of our 'Toilet Block' project funders. This gives them details on to how their grant money has been used and gives us the opportunity to thank them for their support. Hopefully this will be appreciated and will hold us in good stead should we need funding on future projects.

Norman Family Trust - Terry King completed an on-line form about our new toilet facilities and also supplied them with photos.

Platinum Jubilee Village Hall Improvement Grant Fund – Martin Rich (DCT) will advise when funding will be available.

Parish Council Grant – it was agreed that the Hall would not to apply for any funding for the current year but that we would resume an annual application in future years.

10. Future Events

- Rick Tucker Evening arranged for 3rd December 2022.
- Ferret Race to take place on 12th November 2022 (last held in November 2019). John Stainer arranging advertising. Agreed rates = Tote £0.50, Buy a Ferret £5.00, Sponsor a Race £20. Dave and Ronnie Maidment will run the bar, David Ayre will run the raffle, Gaynor Isaacs will run the refreshment, Tote Masters to be arranged.
- Village Quiz – Saturday 28th January 2023. Carole King has offered to be the Quizmaster. David Maidment to run electronic scoreboard.

- 11. Hall Share** – David Ayre and John Stainer attended the Berrynarbor meeting on 14th July. Hall charge out rates and Health and Safety were discussed – David A to circulate notes taken at this meeting.

Next meeting will be held at West Down Parish Hall on 6th October. It would be helpful to have a number of committee members support this meeting. Gaynor Isaacs kindly offered to provide refreshments

- 12. Cleaning** – For any new hall users Keith Oades will decide on whether or not the hall will need to be cleaned after use.
- 13. Bar stocks** – no stock movements. Terry Kings will relocate stock to new storeroom at the same time producing a new stock list.
- 14. Website** – Ronnie Maidment had put a 'link' on the 'About the Village' page to the Parish Hall page.
- 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** – Terry King mentioned that three current committee members were now in their eighties and as such we urgently need new members.

17. Hall Charge Out rates

Due to uncertainty of impending energy increases it was decided to wait till the new year before making any decisions. Prices had been reviewed in April of this year.

At the moment we are losing money with the current Post office charge out rates. David Maidment had drafted a letter advising the Post office of an increase but this did not receive full committee approval. Committee members were asked to review this letter and if not acceptable produce their own letter for the committee to consider. It was agreed that we should have this issue resolved within 1 week.

Due to high energy use Big Breakfasts are to be charged at the £75 rate as suppers and concerts effective 1st November 2022.

The WI have rescinded their request for their hobby sessions to be charged at the educational rate which is meant for children. Price list to be updated to include the word 'children' in educational sessions. Non-educational and hobbies fall within the £30 category – price list to be updated accordingly.

18. Any other business

Gaynor Isaac will be arranging the annual Christmas light competition the year but will only be awarding one cup.

Gaynor has got some lights for the Halls Christmas tree.

We have received an email from Devon County Council (Sarah Jenkins) inviting us to join in with an audit programme of what facilities are available at village halls in Devon area. David Ayre has advised the DCC that we are happy to join in with this audit.

19. Date of next meeting - Wednesday 19th October 2022 at 7.00pm to be held at the Parish Hall.

The meeting finished at 10.00pm