

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 19th October 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), Gaynor Isaac, Vanessa Hunt, Ronnie Maidment

1. Apologies for absence: Pippa Stafford, Ian Davis.

2. Minutes of Committee Management Meeting held 21st September were approved.

3. Treasurer's report:

David Ayre emailed a copy of the Balance Sheet as at 16th October 2022.

Income: £1,384.81 (Bookings £880, Parish Council grant £500, Bank Interest £4.81).

Expenditure: £2,839.13 (Cleaning £334, electrical work £390, Insurance £1,249.51).

David also emailed, at the same time, an Income and Expenditure report for year ending 30th Sept 2022. This report showed that income from bookings of £4,953 had recovered somewhat from a 'Covid hit' 2021 where bookings were only £2,722.

David mentioned the DCC Footpath workshop had been cancelled and that we were due to re-imburse the £200 they had been charged.

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.

18) Sarah Jenkins (Devon County Council) had been contacted about the Hall taking part in in a 'facilities' audit. This has been booked for Friday 21st October (time tba).

5. Correspondence

John Stainer had received an email from the Parish Council inviting the Hall to discuss the Post Office Hire Charge issue prior to the PC meeting on 2nd November. Terry King, David Ayre and John Stainer will represent the Parish Hall – time of meeting 7.00pm.

6. COVID – 19

Special Terms and Conditions of Hire removed from the Community website. West Down Parish Hall Booking Form and Conditions updated to instruct Hall users to ensure their event is "COVID SAFE and that current Government guidelines are adhered to".

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

The Young Farmers have a Big Breakfast booked for 23rd October and are being charged £50. In view of the impending significant increases in gas and electricity costs John Stainer will take meter readings before and after this event that will help with ascertaining if our current charge out rates are realistic.

Keith Oades now has a 'Booking Clerk' email address. Keith's personal email address has been removed from the website and all of the Hall's documentation. Keith to advise what this new email address is.

8. Hall Developments and Car Park

- Drain cover in the car park is sitting proud – John Stainer and David Maidment to try and resolve – on-going.
- John Stainer getting quote from Bray Leino for a 'Names' display board – on-going.
- Waiting for invoice from George for fitting of common key barrels for Room 2000 and Main Entrance doors.
- 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 – invoice from James Electrical received and paid.

- 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.
- Toilet seats – 6 x ‘soft close’ seats received from RGB – require fitting by John Stainer and David Maidment.
- Stuart Bryant – currently the Hall’s guttering slopes towards the back of the building so all rainwater from the roof is directed toward the new soakaway (it was noted that Stuart had discussed the specification of the soakaway with Steve Shaddick). John Stainer to ask Barry Scobling to quote for re-aligning the guttering so as to slope towards the front of the building which should reduce the amount of water going towards the problem soakaway and maybe resolve the issue.
- John Stainer 2022/23 projects: New solar panels, power storage and LED lighting would increase our green footprint but it was hard work getting quotes. Out of all the suggested projects, extending the old storeroom was targeted as the most important. Steve Shaddick had given a ball park figure of £30k-£40k. Planning permission may be required and an architect would need to be involved. Replacing the Hall’s lighting with LED’s should be a fairly easy upgrade – James Electrical to be asked to quote.

9. Fund Raising

Terry King has been trying to contact Lorna Jones about producing a report for all ‘Toilet Block’ funders – Terry is waiting for Lorna to return his call.

The Parish Council have been advised that the Hall would not apply for any funding for the current year which had been well received.

Lorna Jones has commented that fundraising had become more difficult over recent months for capital projects – on-going

10. Future Events

- Ferret Race to take place on 12th November 2022. Event starts at 7pm – helpers to arrive 6pm. Agreed rates = Tote £0.50, Buy a Ferret £5.00, Sponsor a Race £20. Dave and Ronnie Maidment to run the bar, Gaynor Isaacs to provide refreshments. There have been issues in the past with the dustmen not taking cans/bottles for recycling, therefore it was agreed for all committee members to take a few cans/bottles that can be collected with their home recycling. Dave and Ronnie M will buy the drink. John Stainer is working on race sponsors – Vanessa Hunt will ask the shop if they will sponsor a race. Tote Masters - Di Mahgaran + AN Other. Poster shown on the website. Gaynor I and Vanessa H to advertise on Facebook. Posters to be laminated and put up on the village telegraph poles. David Ayre to run the raffle. Terry Moules fee for staging the event is £100.
- Rick Tucker Evening arranged for 3rd December 2022 – David Ayre has confirmed with Rick T. Tickets – Adults £8 (were £7) Children £4 (were £3). David Ayre to run the Raffle. David and Ronnie Maidment to run the bar. Crisps/ peanuts to be sold from the bar.
- Village Quiz – Saturday 28th January 2023 – arrangements to be finalised – ongoing.

11. Hall Share

A successful meeting was held at the West Down Parish Hall. Many thanks to Gaynor Isaacs for providing refreshments. There were 17 attendees and there were some nice comments about the Hall. Next meeting not till April 2023.

12. Cleaning

Nikki Oggiano has Covid and is unable to clean. David Ayre to contact Kirsty Tucker to see if she can provide cover. Complaint received from Helen Blackman about the state of the Hall’s floor which she had to sweep up before her creche hire on Tuesday – the problem was that there was an 18th birthday party on Saturday and whilst the hirers had tidied up after the party they had not done a particularly good job with the floor. This combined with Nikki O not being able to come and do a post event clean, left the floor in a less than acceptable standard. David Maidment will apologise and explain issue to Helen B. Booking over the next few days – Gardening Club (Thursday) and Big Breakfast (Sunday) – Hall to be checked Monday morning to make sure it is clean.

Ronnie Maidment mentioned the large bin in the ladies has not been emptied (same problem with big bin in the gents) – Keith Oades to take the matter up with Nikki O.

13. Bar stocks

Terry King provided a stock return as at 17th October which valued our stock at £150.70 (although there were 5 bottles of wine where no value had been attributed). All water on this return was out of date and it was agreed for it to be 'wasted'. David Maidment said that 3 bottles of Scenic Ridge Chardonnay were very old and were not selling. Terry looked at relocating our stocks to the new drinks store (new storage room) but found this room was full of non-drink related items. This area to be cleared out to make way for new stocks of drink that will be coming in for the impending Ferret Race and Rick Tucker evening.

14. Website

Ronnie Maidment pointed out that the Hall's time line needed updating – David Ayre to advise additions. David Maidment also pointed out that our page states there are enough parking spaces for 20 cars although our parking area had recently been increased – webpage to be updated to "enough parking for 30 cars".

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 suggested writing to the Parish Council, WI and the Church to remind them they can up to two of their members sitting on the Parish Halls committee - ongoing.

17. Hall Charge Out rates

A majority of committee members present were happy with the £75 charge for Big Breakfasts, Suppers and Concerts. Some committee members were concerned about the short session charge and said that we could be losing customers. After much debate it was agreed that a charge of £15 would be made for a maximum 1½ hour hire.

With regards to cleaning, to protect Nikki O's income, we would continue with her £4 cost to clean on all existing hall hires. However, for any new hires, Keith Oades will decide whether the event warrants a clean. It was agreed the Community Shop should pay £50 for a Curry and Quiz night as a one off.

18. Village Halls 'Warm Hub'

David Ayre had received an email from Allied Westminster (Halls insurers) pointing out that winter is fast approaching, and with the *cost-of-living crisis* many village halls are considering or have started opening their doors to offer 'warm banks' or 'warm hubs'. The idea is that the hall can provide a warm refuge for those within the community who are having difficulty meeting the costs of heating their homes. It was decided that this was not suitable for our 'set up' as we are here to provide a facility rather than to supply actual support that will ultimately incur a cost. It would be more likely for the Parish Council to provide any support and cover any resultant costs.

19. Any other business

- Richard Watts has kindly agreed to donate a Christmas tree to the Parish Hall.
- Gaynor has got some lights for the Halls Christmas tree.
- Existing decorations to be checked through and then a decision can be made if we need to buy any replacements.

19. Date of next meeting – Annual General Meeting Wednesday 16th November 2022 at 7.00pm to be held at the Parish Hall followed immediately afterwards by a Management Committee Meeting.

The meeting finished at 10.00pm