

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 16th November 2022, 7.30pm at the Parish Hall.

Present: Terry King (Chairman), John Stainer (Vice Chair), David Ayre (Treasurer), Gaynor Isaac, David Maidment (Secretary), Ronnie Maidment, Ian Davies, Vanessa Hunt

Guest: Helen Blackman

1. Apologies for absence: Pippa Stafford, Keith Oades

2. Minutes of Committee Management Meeting held 19th October were approved.

3. Treasurer's report:

David Ayre emailed a copy of the Balance Sheet as at 14th November 2022 (did not include proceeds from Ferret Race event).

Income: £271.23 (Bookings £263, Bank Interest £8.23).

Expenditure: £671.21 (Cleaning £430, South West Water £61.80, Window Cleaning £20, New toilet seats £159.41)

Whilst the balance sheet showed 'day to day' funding was very low (£311.62) this could easily be topped up from the project fund if necessary.

John Stainer has been keeping a record of gas and utility usage for a number of weeks and it will be very interesting to see how the recent increases in the cost of energy will affect the Hall.

4. Matters arising from the Minutes:

5) Terry King, John Stainer and David Ayre met with the Parish Council for ½ hour before the last PC meeting (2nd November) about the issue we have with Post Office charges that are being heavily subsidised by the Hall. No satisfactory response on the day but the PC are reluctant to support business. The PC will discuss and make suggestions before their next December meeting for which we will need time to respond.

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) Hall 'facilities' audit -Terry King still trying to meet with Sarah. There have been three appointments made but not kept. Suggested that Terry speaks with Martin Rich at DCT if he cannot get a firm date from Sarah.

18) Warm Hub - Devon Council has funds (£1000) to support warm hubs – maybe more suited to a churches set up?

19) Gaynor Issacs has been making Christmas decorations – on-going

5. Correspondence – no correspondence received.

6. COVID – 19 – Nothing to report

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

David Maidment (standing in for Keith Oades) reported that the Karate Club were now using the Hall on Fridays in addition to their Wednesday slot. There had also been an enquiry for a wedding reception and a booking had been taken in March 2023 for a double 18th birthday celebration (L Kemp).

Helen Blackman had offered to set up an electronic diary for taking bookings. To be discussed with Keith on his return from holiday before taking any action.

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.
- Car park entrance gates: John Stainer investigating – on-going.
- Improving pedestrian/vehicular access down the kitchen side of the Hall – on-going.
- 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 and fitted.
- 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 – on-going.
- 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. Meeting was arranged with Steve and Lewis (Architect), unfortunately Steve was unable to attend. However, two possible plans were discussed and Lewis would produce drawings for Steve’s comments. Thereafter the Fire Officer would be contacted for their comments on the preferred plan.
- The loft access ladder installed by Steve Shaddick is not fit for purpose (i.e. too short and hand rails needed in the attic area to help with getting on/ off the ladder) – to be discussed with Steve.
- Replacing the Hall’s lighting with LED’s should be a fairly easy upgrade – James Electrical to be asked to quote.
- Cold taps in kitchen are difficult to turn off. John Stainer has replacement taps to be fitted by John and David Maidment.

9. Fund Raising

Terry King has spoken with Lorna Jones who is currently working on a report for our ‘toilet block project’ funders.

Garfield West have been in contact and are wanting details on how their funding has benefitted the Hall. Storeroom extension – Lorna has commented that it would be difficult to obtain funding for this type of project as it was not directly benefitting ‘people’ during a period of difficult times.

10. Future Events

- The Ferret Race on the 12th November was very successful. Wating final figures. Well done to everybody who helped with this event.
- Rick Tucker Evening arranged for 3rd December 2022 –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. Posters put up in the shop and hall. David Ayre to email poster to David Maidment for laminating and putting up around the village. Two copies for Gaynor Isaac as well as being publicised on Facebook and the community website. Start time 7.45pm for 8.15pm. Event helpers to be at the Hall for 7pm.
- Village Quiz – Saturday 28th January 2023 – arrangements to be finalised – ongoing.
- Suggestion for other events – skittle evenings, barn dances and bar nights (whilst pub is not open).

It was suggested that we get a card reader which will help with reducing the amount of cash being handled and speed up payments. They are relatively inexpensive – John Stainer to investigate.

11. Hall Share - Next meeting not till April 2023.

12. Cleaning

The large bin in the ladies toilet is full yet again.

13. Bar stocks – valuation £179.47 after the Ferret Race function.

14. Website - Nothing to report.

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

David Ayre checked items prior to this evening meeting. Fire extinguishers need servicing – David Ayre to contact AFS and arrange. The carbon monoxide alarm needs replacing – David Maidment to purchase.

16. New Committee Members – David Maidment formerly invited Helen Blackman (guest) to join the committee – Helen will consider and advise in due course.

Terry King to write to the Parish Council, Church and the WI to remind them they are allowed two representatives from each organisation to sit on the management committee.

Gaynor Isaacs will put an appeal on Facebook to try and generate some interest.

17. Any other business

- Richard Watts has kindly agreed to donate a Christmas tree to the Parish Hall – delivery time to be agreed with Richard.
- Avice Yeo had approached Ronnie Maidment about various requests concerning her art class hire – David Maidment to ask Avice to put requests in writing for the committee to consider.
- Vanessa Hunt has been given a budget of £50 to purchase new Christmas decorations. Decorations to be put up on Wednesday 30th November (7.00pm) in time for the Rick Tucker event.
- David Maidment has purchased two filters for the kitchens Lincat wall mounted water boiler.
- David Maidment to look at cost for a new dishwasher stand.
- Gaynor Isaac to investigate a ‘basic’ microwave for the kitchen – budget £100

18. Date of next meeting – 11th January 2023.

The meeting finished at 10.00pm