

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 11<sup>th</sup> January 2023,  
7.00pm at the Parish Hall.

Present: Terry King (Chairman), John Stainer (Vice Chair), David Ayre (Treasurer), Keith Oades (Booking Clerk) David Maidment (Secretary), Gaynor Isaac, Ronnie Maidment, Ian Davies, Vanessa Hunt, Pippa Stafford, Catherine Williams (WI appointee)

Terry King gave a warm welcome to Catherine Williams who was attending today's meeting as a WI appointee.

- 1. Apologies for absence:** All committee members present
- 2. Minutes of Committee Management Meeting** held 16<sup>th</sup> November 2022 were approved.
- 3. Treasurer's report:**  
David Ayre emailed a copy of the Balance Sheet as at 8<sup>th</sup> Jan 2023.

Income: £2695.30 (Bookings £701, Ferret Race profit £976.83, Rick Tucker Evening profit £417.86, Solar Panel Payment £568.66, Bank Interest £30.95).

Expenditure: £1497.07 (Cleaning 2 months £690, Electric £240.04, Gas £170.31, Window Cleaning £20, water cartridges/ paper towels/ taps £134.53, AFS Inspection £187.20, L Jones Grant work £55)

John Stainer enquired about the cleaner's costs - £50 retainer per week plus agreed amount after each event.

David A advised that the year-end accounts were with our auditors (delivered Nov 22) for a full audit that was still in progress. As soon as the audit is signed off David will make our annual return to the Charity Commission.

- 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) Hall 'facilities' audit - Sarah turned up at the hall without having made an appointment. Further meeting to be arranged.

## **5. Correspondence**

Email received from Avice Yeo 13<sup>th</sup> December regarding the increase in hire charges she had seen for her Wednesday Art Class session. Terry King replied to Avice via email on the 21<sup>st</sup> December explaining reason behind the increase. The Art class was being charged an educational rate when it should have been charges at a business rate.

Terry King received an email from the Church regarding appointees to the Parish Hall Management Committee.

Various pieces of correspondence received from the Parish Council regarding the Post Office (see 8 below).

- 6. COVID – 19** – Nothing to report. This topic to be removed from future meeting agendas and can be reinstated if necessary.

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

The increase in hires charges appears to have been better received than what we first thought with no complaints (apart from the Art Class).

Keith O tries to give a special supported rate for 'start ups' and we now have a short hire rate of £15 for an hour. In some instance other Halls, such as Braunton, are heavily subsidised by their local council and as such we cannot be competitive but our pricing levels are comparable to many other village halls.

The Eric Nott room cannot be hired out as a separate room as it is part of the mail hall. A local 'Quilting' group are looking for a new venue to use on a monthly basis. Two halls are being considered one of which is the WDPH. A decision will be made by the end of Feb 2022

John Stainer mentioned that an electronic booking system might be helpful and David Maidment added that any such system would have to be compatible with the community website.

John Stainer said that we needed to start marketing the Parish Hall to obtain more customers. This could be done through social media/ press release/ open day/ mail drops – to be put on the next meeting agenda.

## **8. Post Office**

The Post Office have been using the Parish Hall for their Outreach Service in West Down since 2009 (a subsidised hire cost £36 per week). On 26<sup>th</sup> August, David Maidment wrote to Colin Lincoln who runs the West Down Parish Hall Outreach Service about an increase in hire charges of £22 per week effective 1<sup>st</sup> November 2022. Mr Lincoln is currently paying less now than he was than when he first started hiring the Hall. In 2020 he asked the hall to reduce their hire charges due to the hardship he was experiencing with the COVID epidemic. The PH management committee decided to further subsidise the Post Office and acceded to his request and charged £25 per week. Whilst Mr Lincoln did not reply in writing, he phoned Terry King and advised him that he

could not afford to pay the new charges. This prompted the Parish Hall to approach the Parish Council to see if they would help out with a short fall of £1044 (52 weeks x £22) and Terry K wrote to the Parish Council accordingly. This matter was discussed at the Parish Council meeting on Wednesday 4<sup>th</sup> January 2023 and it was unanimously agreed that they would cover this shortfall. There is a caveat attached to their kind offer in that is Mr Lincoln has to clear up his arrears which currently runs at 7 months and is in excess of £600. David Ayre wrote to Mr Lincoln on the 7<sup>th</sup> December requesting that the arrears are settled as a matter of urgency. The Parish Council have also requested that the Parish Hall arrange a 'round the table' meeting between the PC, the PH and Mr Lincoln. Terry K will send a letter to Mr Lincoln (to include a copy of the PC's letter dated 10<sup>th</sup> January) asking for a meeting and that he be requested to respond to the PH by 25<sup>th</sup> Jan 2023. Mr Lincoln, whilst promising to settle his account, has failed to do so and has threatened to withdraw the service and has been very brusque during phone calls with David A and Terry K. The Post Office is still operating from the Hall as of today's date. If Mr Lincoln refuses to settle his account consideration will be given to ways of recovering this debt.

## **9. 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 trying to contact Bray Leino about '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 – Terry King to contact Nathan Bright.
- 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 spoke with the installer and there will be resistance when trying to manually open/close this door. It was thought this door was not meant for manual operation. It was suggested that we put some form of latch to the bottom of the door to hold it in position.
- Stuart Bryant flooding – John Stainer had looked at the problem during the recent bad weather and could not see anything untoward – on-going.
- John Stainer 2022/23 projects: David M to contact James Electrical and investigate changing all lighting to LED.
- The loft access ladder installed by Steve Shaddick is not fit for purpose – John had spoken with Steve about this and the 'blown' plaster in the disabled toilet but no remedial action carried out so far, John S to expedite – On-going.
- Cold and hot taps in kitchen that were difficult to operate have now been replaced.
- PIR lighting in the ladies' and gents' toilets is not working correctly (timing issue going out too soon) John S to contact Marcus of G-Tech. David M to discuss with James Electrical when getting quote for LED lighting (above)

## **10. Fund Raising**

ACRE advised about a scheme to raise funding for Parish Hall across the country: details have been sent to Lorna Jones. The time to make an application is very short and is limited to 20% of what is required and that all other funding needs to be in place which makes the scheme unworkable.

## **11. Future Events**

- Village Quiz – Saturday 28<sup>th</sup> January 2023 – Entry forms to be available from the Community Shop. Poster required for website, notice boards and putting up around the village. Entrance fee £6 per person. Teams of 6 on 13 tables. Bring own drinks and nibbles. Start time 7.30pm. David M to operate electronic scoreboard, David A to run raffle. Prizes – winner's bottles of wine (3 x white + 3 x red) taken from hall stock, 6 x wooden spoons for last placed team and 6 bars of chocolate for best named team. Carole will be Quiz Mistress and Terry K will assist. Set up 3pm.
- Skittles and bar evening to be arranged for 4<sup>th</sup> March with food available (hot dogs, pasties). Music to be arranged.
- John S has arranged the Ferret Race for 18<sup>th</sup> November 2023.
- David A to contact Rick Tucker.
- Suggestion for a Coronation Cream Tea with live coverage of the Coronation on the hall's projector/screen.
- John Stainer had been researching payment card readers – price would be around £70 with a 1.69% transaction charge. Terry King proposed buying a reader and all committee member present were in agreement – John Stainer/ Keith Oades and Ian Davis to buy unit and set up.

**12. Hall Share** - Next meeting not till April 2023.

## **13. Cleaning**

It seems the large bins in the ladies and gents are not being emptied. There is a bag of tea towels in the storeroom that are needing cleaned. Keith O to advise the cleaner.

**14. Bar stocks** – valuation £271.04

**15. Website** - Nothing to report.

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

AFS have serviced the fire extinguishers. David Ayre to ask AFS about fire extinguisher training. David to do monthly checks after meeting.

## **17. New Committee Members**

Terry King wrote to the Parish Council, Church and spoke to the WI to remind them they are allowed two representatives from each organisation to sit on the management committee. Pippa Stafford (WI) is already a committee member and Catherine Williams will also try attend meetings on behalf of the WI when Pippa S is not available. Keith Oades (PC) is a committee member and the Parish Council will consider another person but only after the May PC elections for officers. The Church will discuss representatives at the forthcoming PCC meeting on 16<sup>th</sup> Jan 2023.

## **18. Energy costs**

David Ayre advised that the gas supply to the Parish Hall was on a domestic tariff and that the electricity supply is on a fixed business contract until March 20203. At this moment in time, we do not have enough information regarding energy costs to make a decision on reviewing prices and as such the current pricing structure will remain unchanged. To be reviewed at next meeting.

## **19. Any other business**

- David Maidment has purchased two filters for the kitchen's Lincat wall mounted water boiler – old filter now replaced and one in stock.
- David M got prices for a new dishwasher stand - £150 for similar current spec or £350 for heavy-duty stainless-steel stand.
- Gaynor Isaac investigating basic microwave (budget £100) – waiting to see what prices are like when sales are over – sales prices seem artificially high.
- David A has contacted Josh Clark about grass cutting costs for 2023 – Josh to quote.
- John S to contact Mark Ley about servicing the new boiler (that Mark installed) in March 2023.
- Statement regarding how the toilet block project was funded to be displayed on website and notice boards – action David M.

## **20. Date of next meeting – 15<sup>th</sup> February 2023.**

The meeting finished at 9.30pm.