

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 15<sup>th</sup> February 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, Catherine Williams (WI appointee), Di McGahran (Church Appointee).

Terry King gave a warm welcome to Di McGahran who was attending today's meeting as a Church appointee.

1. **Apologies for absence:** Pippa Stafford, Nessie Hunt.
2. **Minutes of Committee Management Meeting** held 11<sup>th</sup> January 2022 were approved.
3. **Treasurer's report:**  
David Ayre emailed a copy of the Balance Sheet as at 13<sup>th</sup> Feb 2023.

Income: £1,731.24 (Bookings £1,091, Quiz Night profit £572.62, Website fees £50, Bank Interest £17.62).

Expenditure: £709.16 (Cleaning £392, Window Cleaning £20, NDC premises licence £70, NDC planning fees £70, South West Water £62.36, D Ayre credit/ debit card machine £94.80.)

Ian Davies queried the £70 NDC planning fee – this is to do with the new storeroom project.

David A showed the new credit/debit card reader to committee members present.

David A commented that the end of year accounts was still with the auditors.

#### 4. **Matters arising from the Minutes:**

18) The Post Office sign at the car park entrance needs updating with latest opening times. Keith Oades was going to discuss with Avic Yeo. David Maidment suggested also talking to Pippa Stafford and Ronnie Maidment will investigate adhesive lettering.

18) Sarah Jenkins (Devon County Council) Hall 'facilities' audit – nothing arranged – on-going.

19) No decision made regarding the dishwasher stand. David Maidment obtained prices ranging from £150 to £350 for a new stand – existing stand to be checked out after this meeting and consider other options.

19) New microwave (£100 budget) – Gaynor Isaac to investigate – on-going.

19) Josh Clarke has quoted for cutting the grass - 12 cuts between March and November @ £45 per cut. All committee member present gave their approval – David Ayre to arrange with Josh.

19) John Stainer to contact Mark Ley about servicing the boiler – service not due till March.

19) Statement regarding how the toilet block project was funded was released to the latest Village newsletter. David Maidment to put statement on Hall notice boards.

## 5. Correspondence

Terry King had received the Discretionary Rate Relief form from NDC which he has completed and returned to NDC.

David Ayre had received a booking confirmation regarding elections that are taking place on 4<sup>th</sup> May. It was agreed to increase the cost of hiring the Hall for these elections, for a full day, to £275 (was £250).

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

Keith Oades reported that hire bookings were on the rise, that the Post Office had settled their arrears and that there were no major knockbacks regarding the recent increase in the Hall's hire charges.

David Ayre commented that whilst the DCC Footpath Workshop had paid their hire charge the event never went ahead. Although DCC had not asked for a refund it was agreed that we would hold their money on account until such time they go through with the workshop.

John Stainer asked whether the Hall would make a charge for Community Park's AGM and the Village Forum. It was agreed that there would be no charge but the 'donations' pot would be made available at both events.

John S asked whether or not an electronic booking system was of interest but Keith was happy to continue with his current booking process.

Keith Oades now has a specific web address for booking enquiries - [Westdownparishhallbooking@outlook.com](mailto:Westdownparishhallbooking@outlook.com). Community website to be updated accordingly – action Ronnie Maidment.

## 7. Post Office

Colin Lincoln has settled up the Post Office's arrears which allows the Parish Hall to invoice the Parish Council on a monthly basis for their subsidy of £22 per week for a duration of 6 months with a review for the following six months.

Terry King had circulated, to all committee members an email he had received from Parish Council on the 6<sup>th</sup> Feb advising the following:

- The PC will write to the shop to try and find out exactly what was offered to them by Colin Lincoln if the Post Office should be moved to their premises.
- A meeting will be set up between representatives of the Parish Hall Management Committee, Colin Lincoln, the Parish Council and possibly with input from interested parties from the Village Forum.
- Keith will invoice the Parish Council monthly in arrears in respect of the payment agreed by the Parish Council for the shortfall in hire charges for the Parish Hall.

Sue Bond, West Down Community Shop manager, has said they will not be hosting a post office service from the shop although she hasn't yet told Colin Lincoln. At this moment in time the village still has a Post Office operating from the Parish Hall. In the meantime, the Parish Council will try and contact Colin Lincoln to discuss and establish an acceptable working agreement for all parties involved.

The Post Office Service will also be discussed at the Village Forum that takes place on 27<sup>th</sup> Feb 2023.

## 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 had contacted Bray Leino about ‘Names’ display board – unfortunately they no longer produce this type of item. Because we may need to add ‘names’ to the current list as a result of fundraising for the new storeroom, we will produce a ‘stop gap’ list that can be displayed on our notice boards/website. Terry to advise names, Dave and Ronnie Maidment to produce poster.
- Car park entrance gates. John Stainer investigating – on-going.
- Improving access down the kitchen side of the Hall – Terry King had a meeting with Nathan Bright of Bright Landscapes who has estimated £3,400 for laying paving slabs (2 slabs wide) from the storage room door, passing the kitchen and following the line of the building to the front of Room 2000. The total number of slabs is around 100 and Nathan is not VAT registered. All committee members present were in favour of proceeding with this work. Terry King to contact Nathan and make provisional arrangement.
- Power to the automatic door from the lobby area to the main hall to be ‘left off’. However, we need to install a ‘ball catch’ mechanism that will temporarily hold the door in a closed position.
- Stuart Bryant flooding – John Stainer mentioned that there had been no further instances of flooding and that we would continue to monitor the issue.
- David Maidment had received a quote from James Electric for updating all non-LED lights to LED lighting. There were various options totalling up to £2672 + VAT. This project will be handed over to a sub-committee, that will oversee the new storeroom project for further consideration. It was mentioned that the 5 x round lights in the main hall should not be overly bright and might benefit from a dimmer switch. Terry King thought that as these lights are seldom used and whether it was financially viable to have them changed.
- The loft ladder had been adjusted to allow for further extension. To be checked after the meeting. There is still a need for handrails at the top of the ladder to allow safe use. The ‘blown’ plaster in the disable toilets has been replaced but still need making good (removal of lip) and painting.
- PIR lighting in the ladies’ and gents’ toilets still not working correctly (timing issue - going out too soon). Catherine Williams was very concerned about how this would affect ‘older’ hall users and the WI. John Stainer to contact Marcus of G-Tech as a matter of urgency. David Maidment spoke with James Electrical and they thought there was a faulty sensor.
- At Christmas, the floodlight that was located on the porch which shone towards one of our neighbour’s property, was taken down as it would not turn off which resulted in a complaint. It was agreed not to refit this unit and to give consideration to alternative lighting.
- Lower Broad Park has been waiting many months for Acorn Developments to finish tarmacking the estates roadways and pavement. This resurfacing is scheduled to take place in April 2023. John Stainer agreed to ask Roger Clark if he had the contract to complete the tarmac and if he had did the specification include our entrance. If necessary, Terry King will write to Mark Thomas of Acorn Developments to remind him that the entrance to the Parish Hall, as part of an agreement with the Parish Hall to allow him to store materials and vehicles in the car park, should also be tarmacked at the same time at Acorn’s cost. Tarmac around the new entrance pillars to the Hall has started to break away.
- Storage extension project – planning application has been made to ND Building Control and we are waiting for a response. A building sub-committee meeting to be arranged when response has been received

## **9. Fund Raising**

Nothing to report

## **10. Future Events**

- It was reported that the recent Village Quiz Night was a great success.
- Whilst the 4<sup>th</sup> March had been set aside for a skittles and bar night it was decided to give this further consideration and as such would not proceed any further.
- John S has arranged the Ferret Race for 18<sup>th</sup> November 2023.
- David Ayre had contacted Rick Tucker (who had offered a couple of dates) and it was agreed to arrange this event for 7<sup>th</sup> October.
- Whilst consideration had been given for a Coronation Cream tea on the 6<sup>th</sup> May this would not be able to go ahead as the Hall had already been booked for a party.
- Ian Davies investigated the possibility of hosting film nights at the Parish Hall. A licence would cost 35% of the box office takings or £87 for an audience of up to 50 customers or £91 for up to 100 customers (whichever is the greatest amount) and a £150 refundable holding deposit. There would also be a cost for buying the film (DVD from Amazon would be upwards of £5). Dulverton village hall had been operating a film club for some 14 years and made profits of up to £1,500 per year. Ian D to produce detailed costings.

**11. Hall Share** - Next meeting not until April 2023.

## **12. Cleaning**

It was commented that after some of the recent events that both the ladies' and gents' toilets had needed flushing. Also bins in the toilet area were not being emptied often enough. The Post Office had also reported that the bin in Room 2000 has not been emptied since Christmas. The cleaner has had a recent family bereavement – Keith Oades to discuss cleaning issues at an opportune time.

Ronnie Maidment and Di McGahran will sort out the cleaning cupboard.

**13. Bar stocks** – valuation (after Village Quiz) £241.79.

**14. Website** - Nothing to report.

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

David to do monthly checks after meeting.

David Ayre to ask AFS about fire extinguisher training.

## **16. New Committee Members**

We are waiting on the Parish Council having their election of officials on 4<sup>th</sup> May before they confirm any appointees.

## **17. Energy costs**

David Ayre recently submitted meter readings for both Gas and Electric – we now await bills that will allow the committee to decide if the Hall 'charge out' rates need revising.

David A to ask suppliers about the installation of smart meters that may help analysing energy costs.

## **18. Promoting the Parish Hall**

Terry King will produce 'draft' promotional leaflet that could be targeted at local businesses for using the Hall's facilities.

### **19. Risk Assessment and Safe Guarding Policy**

The Hall's Risk Assessment was carried out in November 2022 by David Ayre who circulated a copy to all committee members. The Hall's Safeguarding policy has also been reviewed with no changes required. Latest copies to be posted to on the Hall's page of the community website – action Ronnie Maidment.

### **20. Any other business**

Gaynor Isaacs had made the committee aware of a Riley Multiple Games table that's was up for sale for £125 in very good condition. The majority of committee members present were in favour of purchasing this unit. Gaynor to contact vendor and John Stainer will arrange collection.

Terry King reminded committee members that the village Forum was taking place on 27<sup>th</sup> Feb and are welcome to attend.

John Stainer commented that the Hall's Asbestos Management Plan should have been reviewed in June 2022. David Maidment will check out and advise if any changes are required.

### **21. Date of next meeting – 22<sup>nd</sup> March 2023.**

The meeting finished at 9.15pm.