

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 12th April 2023,
7.00pm at the Parish Hall.

Present: Terry King (Chairman), David Ayre (Treasurer), David Maidment (Secretary), Keith Oades (Booking Clerk), Gaynor Isaac, Di McGahran (Church Appointee), Catherine Williams (WI Appointee).

1. Apologies for absence: John Stainer, Nessie Hunt, Ronnie Maidment, Ian Davies, Pippa Stafford

2. Minutes of Committee Management Meeting held 22nd March 2023 were approved.

3. Treasurer's report:

David Ayre emailed a copy of the balance sheet to all committee members as at 10th April 2023.
Income: £590.37 (Bookings £519, Nat West compensation payment £50, bank interest £21.37).
Expenditure: £398.40 (Cleaning £344, Microwave and containers £54.40).
David A commented that the end of year accounts was still with the auditors.

4. Matters arising from the Minutes:

- 5) David Ayre has written to the Parish Council to confirm that grant funding had been used for felling diseased trees and grass cutting.
- 18) The Post Office sign at the car park entrance needs updating with latest opening times. Pippa Stafford investigating. Adhesive lettering/numbering was suggested but will not be suitable – on-going.
- 19) Dishwasher stand repair/replacement – on going.
- 19) Boiler service - waiting for invoice and certificate from Mark Ley.
- 20) Pippa Stafford mentioned there was a problem with connections for the Hall's projector – Ian Davis has checked out the VGA and HDMI cable connections and there are no issues. Maybe hall users are using wrong or worn connectors?
- 20) Keith Oades to invoice the Shop £10 for use of chafing dishes at the recent Quiz and Curry Night.

5. Correspondence

Terry King had received an email from the Norman Family Charity Trust stating that under the terms of their recent grant (used for the new toilet block) we should have completed an on-line questionnaire. Terry had done this but due to an on-line technical issue, the form had not actually been received by NFCT. Questionnaire now resubmitted.

6. Booking Clerk Report (inc. attracting new hall users)

Keith Oades reported that the trend of increased bookings continues.
We have received an enquiry from a local authority for a fortnightly booking.

7. Post Office

The Parish Council is currently looking for volunteers to sit on a 'working party' that will explore ways of keeping the Post Office in the village. David Ayre and Terry King to represent the Parish Hall.

David A mentioned that the PO owe for three months of hire fees.

There had been some misunderstanding about heating in Room 2000 for the Post Office. Now resolved. Bank of switches by the outer door, which includes a switch for the electric heater, to be labelled up – action David Maidment.

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.
- Car park entrance gates. John Stainer investigating – on-going.
- Improving access down the kitchen side of the Hall – work to start June 2023.
- Hand pad for operating the automatic door from the lobby to main hall now fixed and working.
- LED lighting – Paul Clarke (James Electric) has been away on holiday - revised specification due within the next few days.
- The ‘blown’ plaster in the disabled toilets has been replaced and painted.
- Loft ladder – hand rails at top of ladder to be fitted – on-going. David Maidment to ask James Electric about fitting a light to the loft area where the heating boiler is – can be done as and when the new LED lighting is installed.
- Although electrician has replaced the PIR unit in the ladies the lights are now continually on. There were some suggestions about hard wiring, fitting microwave sensors or replacing the lobby PIR. The committee were of the opinion for the electrician to just ‘get on’ and fix the problem as per the original specification – on going.
- The floodlight that was located on the porch has been taken down as it would not turn off. Replacement to be considered – on-going.
- Terry King had emailed Mark Thomas about the entrance to the Hall as had been originally promised – no reply received – on-going.
- Storage extension project – waiting on visit from local fireman Chris Brown for his advice on whether we can dispense with the fire exits steps at the back of the stage. Our understanding is that they are not necessary as other proposed/existing fire escapes will suffice. Once we can establish the exact requirements, a building sub-committee meeting to be urgently held on 24th/ 25th April to agree on a way forward, getting Lewis (architect) to produce final plans for submitting to NDC. On approval we require three quotes that will in turn trigger fund raising activities.
- John Stainer now looking at purchasing a slightly better and more expensive (£90) football table – hoping to collect next week - on-going.
- Render (painted black) on the new toilet block by the gents is breaking away – wrong cement mix? Needs repairing – John Stainer to refer to Steve Shaddick – on-going.
- Terry King contacted a hall user and asked for their opinion on how we could improve on kitchen equipment. Terry K received a reply with a comprehensive list which he emailed to all committee members for comment. Some items were considered excessive for Parish Hall kitchen (deep fat fryer, Salamander grill) however there were a number of items (chopping boards, serving spoons/ tongs/ ladles) that were absolutely necessary. Di McGahran and Gaynor Isaac to go through the current kitchen inventory and make suggestions on what new equipment should be purchased.

9. Fund Raising

Terry King wrote to Lorna Jones about the new storeroom project and estimated the Hall would need to fundraise £60k. No reply received. There is an opportunity next week to show Lorna J the current storeroom as Fullabrook CIC, of whom she is member of their management team, are having their AGM at the Hall.

10. Future Events

- John Stainer has arranged the Ferret Race for 18th November 2023.
- David Ayre has arranged Rick Tucker for 7th October 2023.
- Ian Davies investigating ‘Film’ nights at the Parish Hall – on-going.

- Village Fayre 13th May 2023 – in addition to the £100 donation from TDK, Gaynor Isaac had managed to generate a significant number of other donations that will be used for Village Fayre raffle – well done Gaynor. David Ayre will run the raffle on the day. Terry King to book our pitch and David Maidment to source a gazebo (Andy Odell has kindly agreed to loan us his). It was agreed to use one of our tables for displaying the raffle prizes and Gaynor has a couple of camping chairs we can use. David Ayre to purchase a new West Down Parish Hall banner. Advertising on Facebook to be arranged by Gaynor and on the community website by Ronnie Maidment. Gaynor also managed to source a ‘Coronation’ flag that will be flown on the hall’s flag pole.

11. Hall Share - Next meeting at Burrington 7.00pm on 20th April 2023.

12. Cleaning

Thanks to Keith Oades and David Maidment for cleaning the wooden floor in the main hall and again to Keith for applying the ‘finishing’ coat.

Whilst Keith has spoken to the cleaner on a number of occasions the standard of work was inconsistent... consistently bins in room 2000 and the toilets were not being emptied. A cleaning check list to be produced for the cleaner to use (action David Maidment). David M pointed out that cleaning was the most expensive on-cost to the Hall at around £4000 p.a.

Di McGahran had started to clear out the cleaner’s cupboard.

13. Bar stocks – unchanged valuation £241.79.

14. Website - Nothing to report.

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

David Ayre to carry out checks after tonight’s meeting.

16. New Committee Members

We are waiting on the Parish Council having their election of officials on 4th May before they confirm any appointees – on going

17. Energy costs

Smart meter now fitted which should help with monitoring energy costs for Hall hires.

To date no bills have been received so we are unable to access effect of the recent significant increases in energy costs.

18. Promoting the Parish Hall

No response so far to the promotional leaflets that were dropped off at the Mullacott Cross Trading Estate.

Opportunity to have promotional leaflets and prices lists available for the Hall’s pitch at the Village Fayre on the 13th May 2023

19. Any other business

- The Women’s Institute will be celebrating their 75th Anniversary. Catherine Williams asked if it would be OK to display a commemorative certificate in the Parish Hall. All committee members present gave their approval.
- It was noted that the weekly Hall hires by the creche had significantly ‘dropped off’. It is now mooted that it will take place every 3rd Tuesday of the month. This is slightly frustrating considering that we have set aside time that has stopped the Hall being hired out to another user and that we had gone to the trouble of providing storage for equipment when spare

space is at a premium. Current hire charge is £19. Usage to be monitored over the coming months.

21. Date of next meeting – 24th May 2023

The meeting finished at 8.55pm.