

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 22nd March 2023,
7.00pm at the Parish Hall.

Present: Terry King (Chairman), David Ayre (Treasurer), David Maidment (Secretary), Gaynor Isaac, Ian Davies, Pippa Stafford (WI Appointee), Di McGahran (Church Appointee).

1. **Apologies for absence:** John Stainer, Nessie Hunt, Catherine Williams, Ronnie Maidment, Keith Oades.
2. **Minutes of Committee Management Meeting** held 15th February 2023 were approved.
3. **Treasurer's report:**
David Ayre emailed a copy of the balance sheet as at 20th March 2023.

Income: £626.19 (Bookings £370.00, Good Energy £137.85, Donation £0.98, Donation TDK £100, Bank Interest £17.36).

Expenditure: £880.33 (Cleaning £313.00, EDF Electric £442.33, J Stainer games table £125).

David A had tested out the new debit/credit card reader and it was working OK. David also 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. Pippa Stafford to investigate.

18) Sarah Jenkins (Devon County Council) Hall 'facilities' audit – Sarah finally contacted Terry King to say this audit was no longer required. In the meantime, Terry, having waited a long time for Sarah to contact him, spoke with Martin Rich of DCT to find out why there was a delay. Martin R arranged for Paul Baily (DCT volunteer) of Burrington Village Hall to contact Terry. Paul with Terry and Keith Oades discussed the audit and completed a questionnaire of some 100 questions which is now held on the DCT database and could be useful for third parties looking to hire a hall with particular facilities.

19) Dishwasher stand repair/replacement – on going.

19) Gaynor Isaac purchased a new microwave costing £49.99 along with a number of microwavable plastic containers. These containers can be used by people hiring the Hall and should be cleaned and returned after use.

19) David Ayre has asked Josh Clarke to cut the Parish Hall's grass (12 cuts between March and November at £45 per cut).

19) David Maidment had been contacted by John Stainer to say that the heating boiler had been serviced on Monday 20th March 2023. Waiting for invoice and certificate.

19) Statement of funders for the new toilet block has been placed on the Hall's notice boards.

19) The Parish Hall's Asbestos Management Plan was reviewed and updated by David Maidment. A copy had been circulated via email to all committee members.

5. Correspondence

Terry King had received an email from Isabella Rowling (DCT) who thanked the Parish Hall for taking part in the 'facilities' audit and that the Hall had been entered in a prize draw. Results should be known after 23rd April 2023.

Terry received a letter from David Bowen (Gold Coast Window Cleaning) to say he was no longer able to clean the Hall's windows due to ill health. However, David B's associate, Andrew, is able to continue with the cleans and all committee members present gave their approval. Payment details will need to be updated accordingly.

David Ayre has been asked by the Parish Council to confirm that grant funding provided by the PC had been used for the intended purposes i.e. felling the diseased ash trees and grass cutting.

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

An email had been received from Keith Oades to say that regular bookings continue to increase and that the new booking clerk email address was up and running.

7. Post Office

No further information available at this moment in time. However, there is a public meeting due to take place at the Parish Hall on 29th March 2023 to discuss future plans.

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.
- New Toilet Block funders 'names' poster completed and displayed on Hall's notice boards.
- Car park entrance gates. John Stainer investigating – on-going.
- Improving access down the kitchen side of the Hall – Terry King has given Nathan Bright the go ahead as per estimate of £3,400. Work to commence June 2023.
- Power to the automatic door from the lobby area to the main hall to be 'left off'. Hand pads don't appear to be working (John S to contact contractor) and ball catch to be fitted – ongoing.
- LED lighting – David Maidment gave James Electric the go ahead to upgrade the Hall's lighting as per quote PC1428 dated 13th Feb 2023 (Cost £2567.52 + vat). A Sub-Committee meeting was held on Tuesday 21st March 2023 - present Paul Clarke (James Electric), David Maidment, Terry King and Ian Davis (WPH). Various options were discussed including dimmer switches and coloured lighting. Paul Clarke was very helpful and will come up with suggestions regarding specifications. David M stated that any spec changes should not affect the price quoted. Work will take two men up to three days to complete and there could be flexibility so as not to clash with Hall bookings. Lead-time approx. 3 to 4 weeks after agreement of final specs.
- Loft ladder - handrails at the top of the ladder to be fitted. The 'blown' plaster in the disabled toilets has been replaced and requires painting – John S to arrange with Steve Shaddick – on-going.
- PIR lighting in the ladies' and gents' toilets still not working correctly (timing issue - going out too soon). John S still trying to contact Marcus (electrician).
- The floodlight that was located on the porch (which shone towards one of our neighbour's property) has been taken down as it would not turn off and resulted in a complaint. Replacement to be considered – on-going.
- Committee members approved a draft email Terry King had circulated reminding Mark Thomas (Acorn Developments) that the front of the Hall need to be tarmacked.

- Storage extension project – no objections from NDC to initial design proposal/application. Unclear at this moment in time if we have to retain fire exit steps at the back of the stage. There is a fireman who lives in the village who will make a site visit and advise. When fire exit requirements have been resolved Lewis (Architect) to draw up final plans for approval. On approval we require three quotes for the building works which will then trigger fundraising activities.
- John Stainer had seen a table football unit for sale on Facebook for £80. All committee members present gave John the go ahead to buy.
- Render (painted black) on the new toilet block by the gents is breaking away – wrong cement mix? Need repairing – to be referred to Steve Shaddick.

9. Fund Raising

Terry King to keep Lorna Jones updated about the new storeroom project.

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 – Gaynor Isaac received a £100 donation from TDK. Money to be used for purchasing prizes for a raffle draw at the Village Fayre – prize suggestions were a scooter (£50 from Tesco) and a £50 meal voucher. Other suggestion to be considered and ticketing to be decided.

11. **Hall Share** - Next meeting at Burrington 7.00pm on 20th April 2023. Please let David Ayre know if you want anything added to the agenda.

12. Cleaning

Keith Oades to discuss various issues (mainly bins not being emptied) – on-going.
Ronnie Maidment and Di McGahran will sort out the cleaning cupboard – on-going.

13. **Bar stocks** - valuation £241.79.

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

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

David Ayre carried out checks before this meeting – all OK.

16. New Committee Members

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

17. Energy costs

- Smart meter to be fitted 5th April 2023 which will help with monitoring electrical energy usage on functions held at the Hall. The Hall is now on a 12-month contract with EDF and monthly bills paid by Direct Debit.
- Last electricity bill was £442.33 (Nov 2022 to Feb 2023) – difficult to compare with previous years which have been affected by COVID with much reduced usage.
- British Gas had submitted an estimated bill of £1,024.40 in February. David Ayre had, at the time, given a gas meter reading but British Gas are in the process of changing us to a

new on-line process so our actual bill could take up to 28 days to come through. Therefore, we are unable to assess our usage over the expensive Winter period.

18. Promoting the Parish Hall

Promotional leaflets were delivered by hand to businesses based on the Mullacott Cross Trading Estate – many thanks to Keith Oades.

19. Risk Assessment and Safe Guarding Policy

Completed – removed from agenda.

20. Any other business

- Riley Multiple Games table collected and delivered to the Hall.
- Pippa Stafford mentioned there was a problem with connections for the Hall's projector – Ian Davis to check out. (Note: Ian D checked out connections after the meeting and could not find a problem).
- David Maidment had been contacted by the shop who want to use the Hall's chafing dishes for Saturday's Quiz and Curry night and maybe our Perspex drinks glasses. Keith Oades to invoice £10 for use of chafing dishes. Terry King mentioned that if the shop decides to have a bar this will be covered by the Hall's licence (OK as some Hall committee members will be attending the function) and that guests are not allowed to bring their own drink.

21. Date of next meeting – 12th April 2023 (provisional – K Oades to confirm availability).

The meeting finished at 8.45pm.