

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 31st May 2023,
7.00pm at the Parish Hall

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

Rather than having a minute's silence to reflect on Margaret Thomas's passing, the committee applauded her life. Terry King and David Ayre recollected some of Margaret's work for the Parish Hall whilst serving on the committee.

We received a thank you card from Alison Worth who used the Hall for her mother's wake.

1. **Apologies for absence:** John Stainer, Ian Davies, Pippa Stafford, Di McGahran.

2. **Minutes of Committee Management Meeting** held 12th April 2023 were approved.

3. **Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 30th April 2023.

Income: £1322.65 (Bookings £1303, bank interest £19.66).

Expenditure: £1509.88 (Cleaning £330, Consumables £66.47, Banner £35.29, Window Cleaning £20, Electric £308.97, Boiler service £117.60, Grass Cutting £480, Table football £90, SW Water £61.55).

David had received the annual accounts back from our auditors that will need signing at the end of this meeting.

The 'ring fenced' VAT from the building project has now been transferred to the project fund/extension account.

We have received a statement (no invoice) from Independ Ltd Fire and Security showing an outstanding amount of £83.40. John Stainer checking out as this could be to do with the automatic door where the 'hand pad' had to be repaired.

The Post Office has paid up to the end of March.

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

18) The Post Office sign at the car park entrance needs updating with latest opening times. Pippa Stafford investigating – on-going.

19) Dishwasher stand repair/replacement – on going.

19) Boiler service – certificate and invoice now received.

20) Keith Oades has invoiced the Shop £10 for using our chafing dishes at the recent Quiz and Curry Night – payment not yet received. Keith to chase.

10) David Ayre showed the Hall's new banner which had a picture of our new toilet block frontage.

7) David Maidment to source Dymo printing machine to label up various switches in the Hall (in particular Room 2000).

5. Correspondence

Terry King had received an email from Devon Communities Together thanking the Hall for taking part in the recent 'facilities' audit and that we had been entered into a prize draw. A report collating information from all halls in the Devon area that took part in the survey should be available by early 2024.

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

Keith Oades reported that whilst bookings continue to increase, we are still not at levels seen in pre-covid times. We are missing the likes of the Western Line Dancing Group and the Border Morris Dancers who were much valued regular users.

7. Post Office

The Parish Council have selected members for a 'working party' to explore ways of keeping the Post Office in the village. This 'working party' that includes David Ayre and Terry King (Parish Hall representatives) will be meeting in two weeks time.

8. Hall Developments and Car Park

- Drain cover in the car park is sitting proud – Terry K mentioned that there is some repair work being carried out to the Fullabrook Road shortly and that there may be a chance to get some chippings that could be placed around the drain cover – on-going.
- Car park entrance gates. It was suggested that we use a chain across the two entrance pillars which would be a lot easier to install than new gates. All committee members present were in favour.
- Improving access down the kitchen side of the Hall – work has now started and will take approximately one week to complete.
- LED lighting – Paul Clarke (James Electric) has been given the go ahead to install LED lighting as per James Electric quote dated 26.5.23 at a cost of £2915.00 plus VAT. This will include dimmer switches to the main hall ceiling and wall lights and a light in the attic. James Electrics to liaise with Keith Oades on best time to carry out this work – 3 days have been allowed for.
- Loft ladder – Keith Oades checking out on costs of grab rails to be fitted in the attic area.
- PIR unit in the ladies toilet seems to be working OK – no further action required.
- John Stainer checking out on pillar lights to the Hall's car park entrance. Power points are available for both pillars but will need to be connected to the main power supply - on-going.
- Terry King has now received an email from Mark Thomas thanking him for reminding him about the work that had been promised (i.e. tarmacking the hall entrance area) – on-going.
- Storage extension project – Chris Broom (village fireman) visited the Hall and considered that our planned fire exits would be sufficient (current exit in storeroom and a second exit in the proposed new back stage/stores area). The 'building' sub-committee met on the 25th May. Rather than increasing the stores area 'per se' it was decided to improve stage facilities for the likes of drama groups etc. This would entail blocking up the stage's side access and making a new stage exit with new access stairs (replacing the current concrete steps) for 'stage left' and creating similar access for stage right. Any new storage behind the stage can double up as changing facilities complete with privacy screens.
It was also suggested to make a double door access to the stores from the Eric Nott room. Catherine Williams suggested that, if possible, the height of these doors should be increased as there is little room when transporting tables (on their trollies) in and out of storage. Lewis to be contacted to produce a revised set of plans (he is currently not available as he is taking exams).
- The table football unit has now been received.
- 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.

- Di McGahran and Gaynor Isaac to go through the current kitchen inventory and make suggestions on what new equipment should be purchased. On-going.
- All 'pop up' plugs in the new toilet facilities are sticking. Keith has removed the majority of the plugs and is soaking them in caustic soda which will hopefully free them up before refitting.

9. Fund Raising

Terry King has spoken with Lorna Jones so she has an understanding of the new stage facilities/stores area that will require fund raising once planning permission has been obtained and building quotes received.

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.
- July Village Fayre – hopefully this will be staged by the Community Park committee. If this goes ahead Gaynor Isaacs has raffle prizes in place.
- David Ayres suggested a 'games' night using the skittle ally, table football and pool table – Saturday the 16th September is available.
- Further ideas please in time for the next committee meeting (12th July).

11. Hall Share – Minutes from Burrington's meeting held 20th April were circulated to all committee members.

The next meeting will be at Ansty on 6th July 2023 at 7.30pm

12. Cleaning

Keith Oades has been liaising with Nikki Oggiano regarding the standard of cleaning required. David Maidment is working on a cleaning schedule which should help.

13. Bar stocks – unchanged valuation £241.79.

14. Website - Nothing to report.

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

David Ayre carried out a check at an opportune time during this evening's committee meeting.

16. New Committee Members

The Parish Council had their election of officials on 4th May and we are waiting for them to nominate their appointees.

17. Energy costs

We are on a new electric contract which gives us a monthly bill and a slightly better rate. The cost for electricity for the month 5th April to 5th May was £99.06. The new smart meter will help with monitoring costs.

British Gas have had a change to their internal systems which has yet to produce a meaningful bill – on-going.

18. Promoting the Parish Hall

David Ayre showed the Hall's new banner to the committee which can be displayed at future events.

It was suggested that we might apply for a lottery licence that will enable the Hall to run a raffle ahead of events taking place. Keith Oades thought it would cost around £20 and will investigate further.

19. Any other business

- Terry King has learnt that Airband have wired up most of the village with fibre broadband. This being the case they will no longer require any transmitters in the village. The Hall currently receives free broadband for hosting such a transmitter that serves Buttercombe Barton. If this transmitter is no longer required the chances are we will have to start paying for broadband.
- Catherine Williams has asked that a WI picture currently in Room 2000 be located to the Eric Nott room where it will be more readily seen.

21. Date of next meeting – 12th July 2023 7.00pm

The meeting finished at 9.10 pm.