

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 12<sup>th</sup> July 2023,  
7.00pm at the Parish Hall

**Present:** Terry King (Chairman), John Stainer (Vice Chair), David Ayre (Treasurer), David Maidment (Secretary), Keith Oades (Booking Clerk), Gaynor Isaac, Catherine Williams (WI Appointee), Ian Davis, Pippa Stafford (WI Appointee), Di McGahran (Church Appointee)

1. **Apologies for absence:** Ronnie Maidment, Vanessa Hunt
2. **Minutes of Committee Management Meeting** held 31<sup>st</sup> May 2023 were approved.
3. **Treasurer's report:**  
David Ayre emailed a copy of the balance sheet to all committee members as at 10<sup>th</sup> July 2023.  
Income: £1040.83 (Bookings £877, Good Energy £91.91, website fees £25, bank interest £46.92).  
Expenditure: £6097.51 (Cleaning x 2 months £689, Consumables £6.60, Window Cleaning £20, Electric £51.56, Audit £882, British Gas (17 Nov 2022 to 8 May 2023) £885.91, Electric door repair £83.40, New pathway £3400, Lottery licence £40, Water £39.04).

David reported that he had now received 'signed off' annual accounts from Westcotts (accountant)

4. **Matters arising from the Minutes:**
  - 18) The Post Office sign at the car park entrance needs updating with latest opening times. Pippa Stafford actively working on a solution – on-going.
  - 19) Dishwasher stand repair/replacement – John Stainer and Keith Oades to resolve - on going.
  - 20) Keith Oades has invoiced the Shop £10 for using our chafing dishes at the recent Quiz and Curry Night – payment not yet received - action.
  - 7) David Maidment advised the committee that a label print could be brought for around £20. David was asked to go ahead and purchase. All committee member present were in favour.
  - 19) David Maidment had spoken with Airband engineers about whether the Parish Hall would continue to receive free broadband. They thought that the Hall would continue to receive free broadband, took David's details and would confirm in due course. David Ayre also mentioned that this subject was discussed at the Ansty Hall Share meeting and it was thought that all Village/Parish Halls would receive free broadband.
  - 19) David Maidment has put up the WI picture in the Eric Nott Room.

### 5. Correspondence

Terry King had received confirmation that the Parish Hall had received full Discretionary Rate Relief for 2023/24.

Terry had received a number of emails from the Parish Council and will be referred to later in these minutes.

David Ayre had renewed the Devon Communities Together subscription – cost £50.

David also showed the committee the new South West Water contract.

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

Keith Oades reported that we had received more corporate bookings with North Devon NHS and Devon County Council.

Enquiry received from the NHS about availability of food when they hire the hall. Gaynor Isaac to 'cost up' some options.

David Ayre mentioned that value of bookings from September 2022 to-date was £5630. Catherine Williams mentioned that WI Devon Federation would be considering the Parish Hall for a craft day.

## **7. Post Office**

A Parish Council 'working party' had convened a meeting on how to move forward with maintaining a post office service in West Down. It was felt that if we lost Colin Lincoln a replacement postmaster would not be found.

A meeting with Colin Lincoln has been arranged for the 14<sup>th</sup> July - Parish Councillors Sue Ayre and Mike Reeves and Andy Odell (Church).

## **8. Hall Developments and Car Park**

- Drain cover in the car park is sitting proud – no luck with chippings. John Stainer will be seeing Simpsons shortly and will ask for some ideas – on-going.
- Car park entrance gates – chains to be fitted – on-going.
- Paving slabs now laid down the kitchen side of the Hall with excellent results.
- LED lighting – James Electrics to contact Keith Oades to arranging suitable time to fit.
- Loft ladder – Keith Oades to purchase grab rail – cost £26
- Lighting to entrance pillars – David Maidment to ask James Electric to visit and make suggestions for lighting at the same time asking them to quote for installing PIR lighting down the kitchen side of the hall where the new paving slabs have been laid.
- Tarmacking to Hall's entrance – Roger Clarke has recently been checking out the Lower Broad Park estate for reprofiling kerbs and tarmacking road/walkways. David Maidment mentioned to Roger about including the Hall's entrance in their works. Terry King/John Stainer to pass a copy of Mark Thomas's email to Roger stating that Mark will arrange for this tarmacking.
- Storage extension project – we are waiting on architect drawings from Lewis Smith. John Stainer has been trying to contact Lewis – on-going.
- Render (painted black) on the new toilet block by the gents is breaking away – it was suggested we write to Steve Shaddick.
- Di McGahran and Gaynor Isaac to go through the current kitchen inventory and make suggestions on what new equipment should be purchased. Ian Davis is going to Ikea in the near future which would be an ideal opportunity to purchase anything we require.
- Pop-up-plugs - Keith Oades has managed to get some of the pop-up-plugs to work and has purchased some new mechanisms.
- John Stainer asked for committee members to help on a working party for general gardening and tidying up around the Hall – date arranged for 29<sup>th</sup> July - 10am.
- The Parish Council are able to tap into funding for a King Charles III Coronation commemorative bench and would like this to be located at the Parish Hall. All committee member present were in favour.

## **9. Fund Raising**

North Devon Coast Areas of Outstanding Natural Beauty Sustainable Development Fund – grants available to enhance the landscape for wildlife development and diversity. £400 available without match funding. Di McGahran to ask Michael (MRL Landscaping) to come up to the Hall on 29<sup>th</sup> July 2023 (Working Party will be there) to discuss possible landscaping opportunities.

## **10. Future Events**

- John Stainer has arranged the Ferret Race for 18<sup>th</sup> November 2023.
- David Ayre has arranged Rick Tucker for 7<sup>th</sup> October 2023.
- Ian Davies investigating 'Film Nights' at the Parish Hall – on-going.

- July Village Fayre (being staged by the Community Park Committee) now arranged for 20<sup>th</sup> August. A Hall sub-committee to meet at Room 2000 on 24<sup>th</sup> July 7.30pm to discuss further – all welcome. As we have now have a lottery licence we can sell tickets in advance and Gaynor Isaac has prizes already in place.
- A games night (skittles, table football, pool) arranged for 16<sup>th</sup> September – free entry with a bar and tuck shop – to start at 6pm.

**11. Hall Share** – David Ayre had emailed notes taken at the Ansty Hall Share meeting on 6<sup>th</sup> July 2023. Ansty had installed solar panels and storage batteries. David showed our recently bought card reader which might have been of interest for other halls. The next meeting will be at Lapford on 17<sup>th</sup> October 2023.

**12. Cleaning**

Nikki Oggiano is on holiday 31<sup>st</sup> July to 14<sup>th</sup> Aug – Di McGahran has offered to provide cover over this period. Keith Oades mentioned that Hall hires during this time were not too many. No other issues to report.

**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 before this evening's committee meeting – all OK. Keith Oades to perform 'run down' check on safety lighting.

**16. New Committee Members**

We had been waiting for the Parish Council to have their election of councillors before putting forward any appointees that would take an active roll on the Hall's committee. Tony Verney and Sue Squire had been nominated as PC representatives but would not be able to actively take part due to other commitments (currently there are only 6 councillors when there should be 8) and they would not accept any responsibility. Terry King advised the Parish Council that when sitting on the committee our 'constitution' requires committee members to become a trustee and that you are obliged to take an active role. Terry pointed out that anybody can attend our meetings but they would not be able to vote. Terry has suggested that if and when the Parish Council is up to full strength they could reassess their position. Terry K was asked to reply to the Parish Council

along these line.

**17. Energy costs**

British Gas have now provided a meaningful bill - £885.91 for the period 7<sup>th</sup> November 2022 to 8<sup>th</sup> May 2023.

David Maidment was of the opinion that we need to get a good understanding of our energy bills over the coming months to ensure we are not overcharging/undercharging when hiring out the Hall. This should be relatively easy with the electricity as we now have a smart meter which can show usage/costs in hourly buckets.

It was thought that a 'closing up' checklist for hirers might be a good idea to ensure all appliances and heating were turned off after a hire session has finished – David Maidment to produce list.

**18. Promoting the Parish Hall**

We have purchased a Lottery Licence that will allow the Hall to sell raffle tickets prior to an event taking place.

**19. Any other business**

Committee members joined in with setting up tables and chairs for tomorrows WI meeting.

**21. Date of next meeting – 30<sup>th</sup> August 2023 at 7.00pm**

The meeting finished at 9.20 pm.