

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 23rd August 2023,
7.00pm at the Parish Hall

Present: Terry King (Chairman), John Stainer (Vice Chair), David Maidment (Secretary), Keith Oades (Booking Clerk), Gaynor Isaac, Ian Davis, Di McGahran (Church Appointee), Ronnie Maidment, Vanessa Hunt

1. **Apologies for absence:** David Ayre, Catherine Williams, Pippa Stafford, Sue Squire, Tony Verney.

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

3. **Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 22nd August 2023.

Income: £864.89 (Bookings £445, Bumper Summer Draw £396, bank interest £23.89).

Expenditure: £881.56 (Cleaning x 2 months £438, Window Cleaning £20, Electric £86.00, British Gas (8 May to 9 Aug) £91.32, Kitchen Equipment £80.50, Draw Prizes from donation £97.99, Misc £67.75).

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 update – on-going.

19) Dishwasher stand repair/replacement – John Stainer and Keith Oades to resolve - on going.

20) Keith Oades had invoiced the Shop £10 for using our chafing dishes at the recent Quiz and Curry Night – payment now received.

7) David Maidment has purchased a label printer – shown to committee members present.

19) Airband has now fitted a new fibre broadband router and booster free of charge.

6) NHS and DCC new booking have paid to date.

5. **Correspondence**

David Ayre had received a letter from the Parish Council regarding applications for the Small Grant Fund. It was agreed by committee members present to make an application to cover the Hall's grass cutting.

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

Food for NHS meetings – Keith to find out what sort of food they would want and Gaynor to 'cost up'.

7. **Post Office**

Mike Reeves and Andy Odell met with Colin Lincoln.

Colin was asked a number of questions about his business but was somewhat reluctant to answer some of them.

Colin indicated that he will retire in two years.

Colin had checked his costs for providing a Post Office service to the village of West Down and considered he was subsidising this service to the tune of £1000 without offering any evidence.

Colin was adamant that he would not pay more than the £25 per week he is currently paying (it should be noted that at this moment in time he is 4 months in arrears).

Providing a service for 2 days a week is being considered (Monday and Wednesday). He was asked about outstanding payment but offered no information.

Subsequent to the above meeting the PC working party met to discuss ways forward. Mike Reeves phoned Terry King and confirmed that the Parish Council will continue to subsidise the Post Office at the current rate of £22 per week until Colin retires (2 years) with conditions that are to be advised in due course. The Parish Council will want to take part in any meeting with Colin.

As mentioned above, Colin owes 4 months of rent (April to July). Terry King has sent Colin an email reminder.

8. Hall Developments and Car Park

- Drain cover in the car park is sitting proud – John Stainer has been trying to contact Simpsons – on-going.
- Car park entrance gates – stainless steel chains to be fitted – on-going.
- LED lighting – David Maidment reported that Room 2000, lobby and bar had been converted to LED lighting. The new lights fitted in the main Hall were not bright enough and were being replaced. Some more work is required with operating switches especially from the stage area. Attic light is still to be installed.
- Loft ladder – Keith Oades to fit grab rail once attic lighting had been installed.
- Lighting to entrance pillars – quote received from James Electrics. Proposal was to supply and install 4 x bollard lights costing from £2485 to £2710 (plus VAT). This was considered too expensive. Ian Davis to source four solar lights (considerably cheaper alternative) and see how they perform. We are still waiting for James Electrics to quote for the supply and installation of lights along the new paved area by the kitchen.
- Di McGahran and Ronnie Maidment reported there were still problems with the Ladies toilet PIR lights turning off too quickly.
- Tarmacking to Hall's entrance – Mark Thomes has told Roger Clarke to include this item on his Lower Broad Park job sheet – on-going.
- Storage extension project – Lewis working on plans. Should be completed by the end of the month – on-going.
- Render (painted black) on the new toilet block by the gents repaired. David M and Keith to paint.
- Kitchen inventory checked and new equipment purchased.
- Basin pop-up-plugs in toilets have been fixed.
- Thanks to John, David A and David M for tidying up around the Hall on 29th July.
- King Charles III Commemorative bench - the Parish Council have applied to DDC for funding.

9. Fund Raising

Following a meeting with Michael Lloyd, he suggested various species of hedging for the Hall. Terry King suggested we contact the grant providers (North Devon Coast Areas of Outstanding Natural Beauty Sustainable Development Fund) to see if they have any preferences.

A big thank you to Gaynor Isaac for the time and effort she put into obtaining prizes (all at no cost) for the Summer Bumper Raffle. A total of 396 x £1 tickets had been sold.

10. Future Events

- John Stainer has arranged the Ferret Race for 18th November 2023.
- David Ayre has arranged Rick Tucker for 7th October 2023 - with crisps, nuts and a bar.
- Ian Davies investigating 'Film Nights' at the Parish Hall – on-going.
- A Games Night – skittles (John Stainer) requires scoreboard. Table football (David Ayre). Darts (Ian Davies). Arranged for 16th September 6pm till 10pm – free entry with a bar (David M and Ronnie). Food: Hots Dogs with onions, various snacks – Gaynor Isaac to arrange (cater for 60). Publicity – with Di and Ronnie. Ian Davis and Gaynor to advertise on social media.

- Christmas Fayre Saturday 2nd December 12.30pm – Gaynor Isaac to arrange.

11. Hall Share – The next meeting will be at Lapford on 17th October 2023.

12. Cleaning

New colour coded mops are required along with both special and ordinary toilet rolls – David Maidment to buy.

13. Bar stocks – unchanged valuation £241.79.

John Stainer and David Maidment to discuss what Community Park drinks/snacks can be absorbed into Parish Hall stocks for forthcoming events.

14. Website

The Parish Hall now has fibre broadband, installed by Airband and is a free of charge service. Airband has also supplied a signal booster, at no cost, that should eliminate any areas of poor signal. Speed at the router is 140mbps but only 40mbps around the stage area – David A and David M to set up. We may need a power spur to be installed.

With the new router we can programme various functions such as passwords and content. It was agreed that we should have a password for users to access the system. However, when it came to viewable content whilst some committee members thought this should not be moderated the majority felt it should be – the router will be programmed accordingly.

The old router is still working for the moment.

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

Unable to carry out any checks as the main Hall had been hired out.

16. New Committee Members

Terry King wrote to the Parish Council to explain how the Hall's constitution functions and how committee members take an active roll in the running of the Parish Hall. Terry suggested that it may be appropriate for us to invite them to join in discussions concerning any changes if they occurred.

17. Energy costs

As energy costs were on a downward trend it was decided to remove this topic from future agendas.

18. Promoting the Parish Hall

- Hall to be promoted at the Games night scheduled for 16th September.
- The Community Park recently used the Hall to successfully show the Women's World Cup Final using the Hall's projector, an internet streaming device and a Bluetooth sound bar. The committee needs to investigate how to maximise the projector's potential for the benefit of Hall users and for attracting new business. It was suggested that we contact Tony George who did a great job with setting up the Hall's theatre lights.

19. Any other business

Keith has to make a return to the Gambling Commission regarding sales of raffle tickets for Summer Bumper Draw. 396 x £1 tickets sold, costs incurred £26.38 (ink cartridge), all prizes had been donated and the tickets had been on sale for 2 weeks.

21. Date of next meeting – 20th Sept 2023 at 7.00pm.

The meeting finished at 9.25 pm.