

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 20th September 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), Pippa Stafford (WI), Ronnie Maidment.

1. **Apologies for absence:** Catherine Williams, John Stainer, Vanessa Hunt, Ian Davis.

2. **Minutes of Committee Management Meeting** held 18th Sept 2023 were approved.

3. **Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 18th Sept 2023.
Income: £789.34 (Bookings £378, Solar Panels £291.45, National Grid Wayleave £11.92, Games Night Profit £82.65 bank interest £25.32).

Expenditure: £362.69 (Cleaning £198, Electric £5.69, British Gas refund £9.97, Dishwasher Stand £109, Car Park Lights £59.97).

Buildings and contents insurance – the Hall's insurance broker, Allied Westminster advised that insurance cover was now being underwritten by the Ecclesiastical Insurance Ltd (was Aviva). The Hall's annual premium had increase to £1334.71 (was £1249.51). Buildings cover was £1,140,071, contents £41975 and the sound system £5478.

For March 2024 – Flat Roof Inspection and an Electrical Installation Condition Reports to be arranged.

The underwriter queried if faults reported on our last electrical inspection (March 2019) had been resolved. A number of those faults had been eliminated when the new Toilet Block was built, however, a number appear to be still outstanding. David Maidment to contact James Electric to a) investigate and resolve outstanding issues and b) to arrange for a new report in 2024. David A to send David M a copy of outstanding issues.

It was agreed that the key-safe number combination should be changed on 1st Oct 23, 1st Jan 2024, 1st Apr 2024 and 1st July 2024.

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

18) The Post Office sign at the car park entrance now shows correct opening/closing times – many thanks Pippa Stafford.

19) Replacement Dishwasher stand received – to be installed after this meeting.

5. **Correspondence**

Terry King had received an email from Catherine Williams tendering her resignation from the Hall's management committee due to health issues. Many thanks to Catherine for all her help and advice spanning many years – she will be greatly missed.

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

Nothing to report apart from the Post Office being in arrears with their Room 2000 hire payments (now 6 months overdue).

7. **Post Office**

The West Down Parish Council had made an offer, with conditions, to the West Down Parish Hall to subsidise Post Office hire costs to offset current underpayments (equates to £22 per week). The WDPC confirmed they will continue support for the rest of 2023 and will reassess in November 2023 for their 2024/25 budgets.

The conditions required by the WDPC for support were as follows:

- a) That the Parish Hall would hold current hire rates until the end of 2024 (all committee members present agreed).
- b) That the Parish Hall would write to Colin Lincoln and ask him to give 3 months notice should he leave the Post Office Outreach Service. (Terry King will write to Colin L).
- c) That the Parish Hall agree a 'contract' with any new/incoming Postmaster.

Terry King to advise the WDPC that whilst we will write to Colin Lincoln there is no guarantee that he will comply/reply (Terry K to also advise the WDPC that the Post Office are 6 months overdue with hire payments).

When writing to Colin L, Terry K to also remind him that the Post Office account is 6 months overdue.

It was agreed that the Parish Hall will liaise with the WDPC on any future developments regarding the Post Office.

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 there were issues with the latest 'brighter' lights that were fitted on Friday 15th September. Leads were visible through the lights lenses and all frames showed signs of damage. James Electrics to hide all leads and replace all damaged frames. One cover fell off which has been temporarily secured into position. All six ceiling lights to have safety chains fitted. Switches now installed within the stage area for both wall and ceiling lights. An attic light has also been installed.
- Loft ladder – Keith Oades to fit grab rail this week.
- Lighting to entrance pillars – Ian Davis sourced three solar powered bollard lights that were fitted to the grass area by the low wall. Although these appeared to suitable one was damaged beyond repair – Ian Davis and Keith Oades to purchase another two lights and install. We are still waiting for James Electrics to quote for the supply and installation of lights along the new paved area by the kitchen.
- PIR lighting in the ladies' and gents' toilets have been an ongoing problem for many months. David Maidment to contact James Electrics and get a quote for installing wall mounted switches (with indicator) in the lobby area bypassing the current PIR switching system (both gents and ladies' toilets).
- Tarmacking to Hall's entrance – on-going.
- Storage extension project – Lewis has completed extension plans that have been approved by the committee. He will now submit to NDC building control for their approval.
- Repaired render on the new toilet block by the gents has now been painted – thanks to Keith Oades and David Maidment
- King Charles III Commemorative bench - the Parish Council have applied to DDC for funding – on-going.

9. Fund Raising

Unfortunately, as the Hall is not located withing an area of outstanding beauty we cannot tap into a North Devon Sustainable Fund for grant funding.

Di McGahran to ask Michael Lloyd to quote for planting laurel hedging along the Stewart Bryant boundary wall.

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. Poster to be laminated and put up around the village (David Maidment). Event has been

advertised on social media and website. Tickets available from the Community shop. David Ayre to run the raffle. Set up time - 3pm on the day.

- Ian Davies investigating 'Film Nights' at the Parish Hall – on-going.
- Games Night 16th September – our first Games Night was quite popular and made a profit of £82.65. Skittles, darts and table football were all enjoyed by youngsters and adults alike. This event to be repeated at some time in the future. Thought to be given regarding starting time - some committee members thought an earlier start whilst other members thought a later start.
- Christmas Fayre Saturday 2nd December 12.30pm – Gaynor Isaac to arrange.
- Quiz Night to be arranged for 27th Jan 2024 – Carole King to host.

It was agreed that the Parish Hall would liaise with the Crown Pub on any future events so as not to clash with any events they may be staging.

11. Hall Share – The next meeting will be at Lapford on 17th October 2023. David Ayre asked if anybody had anything to add to the agenda.

12. Cleaning

New colour coded mops and basic toilet rolls on order with Nisbets. The Versatwin 'special' toilet rolls are getting very expensive (over £60 for a box of 24 rolls) – David Maidment looking for unbranded alternative.

13. Bar stocks – unchanged valuation £264.41.

Dave and Ronnie Maidment to stock up for the Rick Tucker evening. Special 25% discount currently available at Tesco.

The Community Parks chardonnay used at the game's night was not well received by customers.

14. Website

Nothing to report.

Fibre broadband working ok - David Maidment trying to sort out a signal booster with Airband.

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

David Ayre checked and whilst all extinguishers and alarms were ok the first aid kit had a number of items out of date and as such would need to be replaced.

16. New Committee Members

No further forward with new members. Terry King to mention to Parish Council again about representatives and how handy it would have been for the PC when topics like the Post Office are being discussed.

17. Promoting the Parish Hall

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. David Maidment spoke with Tony George and he would be willing to advise on best to improve this type of facility

18. Any other business

No other business.

19. Date of next meeting – 25th Oct 2023 at 7.00pm.

The meeting finished at 9.00 pm.