

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 18th October 2023
7.00pm at the Parish Hall

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

1. **Apologies for absence:** Terry King, Pippa Stafford.
2. **Minutes of Committee Management Meeting** held 20th September 2023 were approved.
3. **Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 16th October 2023.

Income: £946.59 (Bookings £785, Rick Tucker Night Profit £137.06, bank interest £24.53).

Expenditure: £2088.17 (Cleaning £315, Electric £36.98, NDC Planning Fees £181, Hall insurance £1334.71, Miscellaneous £107.77, First Aid Kit £52.74, Car park lights £59.97).

Invoice received from James Godfrey (£129) for yearly website domain/ hosting passed on the Parish Council.

David A produced a budget for 2023/24 that was required by the Parish Council for our grant application
4. **Matters arising from the Minutes:**
 - 19) Replacement Dishwasher stand has been installed.
5. **Correspondence**

None.
6. **Booking Clerk Report (inc. attracting new hall users)**

Nothing specific to report. Regular hires now from Quilters, NHS and Karate. The Post Office have paid up to the end of August.

The Braunton Young Farmers have a Big Breakfast on Sunday 22nd Oct – smart meter reading to be check before and after the event to get an idea of power usage and cost.
7. **Post Office**

The Post Office has now settled their outstanding account up to the end of August 2023.

The West Down Parish Council had made an offer concerning support with conditions. Terry King emailed Val Ford (Parish Clerk) in response to the PC's offer and replied as follows:

 - a) The Parish Hall would exclude the PO from any increase during the period of agreement - the current support arrangement covers to the end of 2023 and will be discussed at the PC's November meeting when setting their budgets for 2024/25.
 - b) The Parish Hall is happy to ask for 3 month's notice from Colin Lincoln and to ask for a contract with his successor but we cannot undertake to achieve the required outcome.
 - c) The Parish Hall will include the Parish Council in any significant decisions concerning the Post Office.

It is understood that Colin Lincoln is not well at the moment.

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.
- David Maidment emailed all committee members regarding various proposed electrical works around the hall along with costs. In most instances this work is safety related (Wi-Fi extender aside). All committee members present approved the following expenditure:
 - Electrical Inspection and Condition Report - quote ref PC1626 - £600 + VAT (EMC charged £555.62 + VAT for the 2019 report) – scheduled for March 2024
 - Wall Lights along new kitchen path - quote PC1607REV - £768.25 + VAT.
 - Wi-Fi Extender socket in main hall - quote PC1623 - £85 + VAT.
 - Outstanding items from 2019 EICR 0012122 - quote PC1617 - £186 + VAT.

When James Electrics are on site they will check out and fit new/ refit old PIR light to Ladies toilet (which looks like it was never 'wired in' hence the problems we have been experiencing). They will also check out 2 x safety lights, 1 x interior bulk head light and 1 x pendant light (in the vicinity of the stage) which are not working - possible wiring issue?

- Loft ladder – grab handle now fitted – thanks to Keith Oades.
- Lighting to entrance pillars – 5 x pillar lights fitted. It was agreed by committee members present to purchase another 3 - Ian Davis to source.
- Tarmacking to Hall's entrance – on-going.
- Storage extension project – Lewis has submitted plans to NDC. We had to pay an additional £117 planning fee on top of the £181 already paid. A 'Wild Life' report needs to be submitted – John Stainer to check out on previous reports but it was not thought to be a problem when considering the toilet extension, which may have affected loft space/access for bats, passed planning regs.
- King Charles III Commemorative bench - David Ayre reported that this should be delivered to the hall soon.

9. Fund Raising

Di McGahran had received a quote from Michael Lloyd to plant laurel hedging along the Stuart Bryant boundary wall - £2170 (includes digging out, skip for waste, supply and plant hedging, wild flower seeds and compost/fertilizer, machine hire, labour). All committee members present were in favour of proceeding with new fund raising. John Stainer to find out from Lorna Davies about funding opportunities for this project at the same time advising her that plans had been submitted to NDC for the community space extension.

10. Future Events

- Rick Tucker Evening 7th October – there was a very disappointing turn out and as such we only made a small profit for our fund-raising activities (£137.06). The event had been well advertised on social media, the community website and posters around the village. However, it did clash with the Rugby World Cup televised match in the Crown Inn and as such this may have impinged on numbers. We must liaise with the Crown Inn to ensure we do not both have events running at the same time.
- Ferret Race – 18th November 2023. John Stainer currently busy with selling ferrets and races (currently seven sponsors have signed up). The cash only Tote will be run by Di Mahgaran and Sam. Dave and Ronnie Maidment will run the bar and Gaynor Isaac will provide hot dogs, tea and coffee. Set up 6pm for a 7pm start. Barry Scobling to be asked if he will be MC/

Auctioneer. Publicity on social media to be managed by David A, Nessie H and Gaynor I. Ronnie Maidment to put on website and David M to be put up posters around the village. Keith Oades asked that the poster refers to the Hall's charity number which will allow the poster to be put up at Tesco.

- Ian Davies investigating 'Film Nights' at the Parish Hall – on-going.
- Christmas Fayre Saturday 2nd December – event to start at 2pm and finish around 6pm. Ronnie Maidment agreed to be the 'Elf on the Shelf' and we will 'pre-sell' raffle tickets. Gaynor Isaacs already has a number of raffle prizes.
- Quiz Night to be arranged for 27th Jan 2024 – Carole King to host.

The Parish Hall to liaise with the Crown Pub to ensure future events do not clash with events they may be staging.

- 11. Hall Share** – The meeting at Lapford on 17th October was well attended with 30 members present. There was a presentation given by Hall Master (software for on-line hall bookings). National Halls Week arranged for 18th to 24th March 2024. David A has loaned one of our chairs to Filleigh Village Hall as a sample as they may be interested in buying some.
- 12. Cleaning**
New colour coded mops and basic toilet rolls ordered and received. Alternative to the Versatwin 'special' toilet rolls purchased but not suitable. David Maidment to buy Versatwin toilet rolls but in twin ply format.
- 13. Bar stocks** – valuation after Rick Tucker evening £258.37.
Gin/tonics and cartons of orange juice required for the Ferret Race event (Dave and Ronnie Maidment to purchase).
- 14. Website**
Nothing to report.
David Maidment in contact with Airband to see if the old transmitter and associated hardware supplying the Buttercombe area can be removed. Also waiting for a call from their support department about programming the new router and setting up a signal booster in the main hall area.
- 15. Fire extinguishers, First Aid Kit and Carbon Monoxide Alarms**
David to check fire extinguishers and alarms after tonight's meeting. David A also purchased a new first aid kit.
- 16. New Committee Members**
On-going.
- 17. Promoting the Parish Hall**
Meeting with Tony George arranged for Friday 20 Oct 1.00pm to discuss improving the Hall's sound system.
- 18. Any other business**
A thank you to be put out on social media to the person/farmer who kindly arrange to cut the Hall's roadside hedging.
- 19. Date of next meeting** – 29th November AGM with a Management Committee Meeting immediately afterwards.

The meeting finished at 8.50 pm.