

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 29th November 2023
7.00pm at the Parish Hall

Present: Terry King (Chairman), John Stainer (Vice Chairman), David Ayre (Treasurer), David Maidment (Secretary), Keith Oades (Booking Clerk), Gaynor Isaac, Ronnie Maidment, Vanessa Hunt, Ian Davis, Pippa Stafford, Mike Reeves

Guest: Sue Squire

1. Apologies for absence: Di McGahran

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

3. Treasurer's report:

David Ayre emailed a copy of the balance sheet to all committee members as at 27th November 2023.

Income: £794.10 (Bookings £767, bank interest £27.10).

Expenditure: £1427.35 (Cleaning £633, Electric £131.53, British Gas £101.86, NDC Planning Fees £117, NDC Premises Licence £180, X-Mas Extravaganza draw tickets and ethernet cable £61.53, Comm. Council of Devon £50, Miscellaneous £107.77, window cleaning £20, South West Water £76.36, carpark solar lights £56.07).

Terry King explained, for the benefit of Mike Reeves and Sue Squire, that before each committee meeting our Treasurer produces a financial statement showing all monetary transactions carried out since the last meeting along with bank balances.

The NDC premises licences had increased to £180 (was £70) as a result of the Hall's rateable value due to the toilet block project. Terry King contacted NDC to see if the increase could be negated but was unsuccessful.

Mike Reeves asked who our trained supervisor was. Terry King commented that we all are as village halls do not have to have a trained supervisor. Mike mentioned that he was still a licensee.

4. Matters arising from the Minutes:

6) A 'Smart Meter' reading taken after the Young Farmers Big Breakfast indicated an electrical energy usage of around £20.

5. Correspondence

John Stainer had been contacted by Ben Nias (neighbour) about our proposed extension to the storage area. He was concerned about windows overlooking his conservatory. John Stainer to talk to Lewis (architect) about the positioning of these windows and to make sure that opaque glass is used to maintain levels of privacy.

Terry King had received an email from Mark Thomas (Acorn Developments) about temporarily storing sump tanks that were being installed into the Lower Broad Park estate to then be advised that an alternative storage area had been found.

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

Nothing specific to report. Booking still going well and the NHS hire will continue into 2024.

7. Post Office

Nothing further to report. Colin Lincoln is unwell and the business is being run by his staff and his business partner is more active.

It was suggested that we hold back on sending letter to Colin and this subject will be discussed at next week's Parish Council meeting – on-going.

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 – John Stainer had sourced a suitable galvanised chain costing £8/mt. Anchor points located on the entrance pillars to be considered. A 'warning' notice board would need to be attached to the chain when in use – on-going.
- James Electrics had completed all outstanding electrical work in the Parish Hall and had scheduled the 5 yearly Electrical Inspection and Condition report for March 2024.
- Additional lighting pillars installed by Ian Davis.
- Tarmacking to Hall's entrance – on-going.
- Storage extension project – Lewis's completed the Wildlife report which has been accepted by NDC Planning Department (many thanks to Lewis for his good work which is greatly appreciated). NDC has accepted our plans in principle and are now in the process of advising local residents of our building application that will take around 8 weeks to complete.
- King Charles III Commemorative bench – currently with David Ayre and will be delivered to the Hall soon.
- John Stainer commented that we would need a 'cleaning party' to tidy up outside the Hall in the new year.

9. Fund Raising

Planting of laurel hedging along Stuart Bryant's boundary wall has been estimated at £2170. Mike Reeves commented that there was a new District Council Environment Grant for Parishes under 1000 residents but this would have to be applied for by the Parish Council with application being made in the next financial year. John Stainer felt whilst Lorna Jones' type of fund raising is more for community based projects, he would still contact her to see if she had any suggestions.

It was commented that the National Lottery 'Awards for All' funding had been increased up to a possible £20k for a project.

10. Future Events

- Ferret Race – now scheduled for 20th Jan 2024 (was 18th November 2023). Regrettably the Ferret Race was put back to January 2024 as Terry Moule who hosts the event was involved in an accident. A lot of the planning/arrangements that had made can be carried forward. Advertising the event to start end December/early Jan 2024.
- 'Film Nights' at the Parish Hall – Ian Davis investigated the possibility of film night at the Hall but the committee concluded that it was not a viable proposition due to costs.
- Christmas Fayre Saturday 2nd December – event to start at 2pm and finish around 6pm. Gaynor Isaacs who is hosting the event on behalf of the Parish Hall asked for some additional help ushering children onto the stage to see Santa/Elf on the Shelf and a person to run the 'Guess the Weight of the Christmas Cake' stall. A number of committee members made themselves available. David Ayre to bring along the debit card payment machine. People will be able to buy tickets that can be used as payment at various stalls. The outside Christmas tree to be decorated with lights only and the hall decorations will be put up Friday morning at 10am.

- Quiz Night had been arranged for 27th Jan 2024 – however, as the Ferret Race was now rescheduled for the 20th January it was considered having another event just one week later was not a good idea and as such the Quiz Night will be held on 3rd February 2024.

Only one person (Terry King) from 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 – nothing to report. Arrangements being made to collect one of our chairs that was loaned to the Filleigh Village Hall.

12. Cleaning

Nothing to report.

13. Bar stocks – valuation £258.37.

14. Website

Whilst the Airband signal booster unit is now set up (courtesy of Tony George) a longer ethernet cable needs to be installed. David Maidment has purchased 15mt and this will be installed by Tony George and David on 10th December which should give download speeds of up to 150mbs throughout the Hall.

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

David to check fire extinguishers and alarms after tonight's meeting.

16. New Committee Members

Mike Reeves received a warm welcome when joining the committee. Hopefully he will be the Parish Council Appointee but will need their endorsement. Will be discussed at the next Parish Council meeting.

Terry King reiterated the need for new committee members.

17. Promoting the Parish Hall

Meeting held with Tony George who will advise on improving the Hall's sound system and make suggestions on internet streaming devices.

Terry King has been liaising with the Crown Inn about events and trying to make sure the Hall does not clash with any event staged by the Crown.

18. Any other business

Nothing to report

19. Date of next meeting – 10th January 2024

The meeting finished at 8.35 pm.