

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 10th January 2024
7.00pm at the Parish Hall

Present: Terry King (Chairman), John Stainer (Vice Chairman), Keith Oades (Booking Clerk), David Maidment (Secretary), Ian Davies, Gaynor Isaac, Ronnie Maidment, Di McGahran, Pippa Stafford

1. **Apologies for absence:** David Ayre (Treasurer), Mike Reeves, Vanessa Hunt
2. **Minutes of Committee Management Meeting** held 29th November 2023 were approved.
3. **Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 8th January 2024.

Income: £1560.86 (Bookings £583, Solar Panels £293.03, Christmas Fayre £600, Adjustment re draw tickets £39.54, Bank interest £45.29).

Expenditure: £5535.01 (Cleaning £351, EDF Electric £114.79, Consumables – towels, bags, stationary £71.16, Window cleaning £20, South West Water £46.98, Fire equipment inspection £185.98, James Electrics £4745.10).

David Ayre emailed various comments in advance of the meeting as he was unable to attend. These comments are shown in each topic.

David Ayre – the Hall's accounts have been delivered to our accountants Westcotts in Barnstaple.
4. **Matters arising from the Minutes:**

17) Terry King has contacted the Crown Inn with the view of trying to ensure that Parish Hall events do not clash with events held at the Crown.
5. **Correspondence**

John Stainer had been asked by Ben Nias (neighbour) if it would be ok to remove brambles that were encroaching on his property from the Parish Hall – no objections, in fact the committee would be delighted for him to do so.
6. **Booking Clerk Report (inc. attracting new hall users)**

Keith Oades reported that there has been a pick-up in children's party bookings. We are waiting for the WI to book their craft days.

David Ayre – NDC have booked the whole Hall for Police and Crime Commissioners' Elections on 2nd May 2024.
7. **Post Office**

David Ayre reported that the Post Office owe £400 for September to December (it was subsequently reported that we had received a cheque from Heather for £400).

We have now been notified by the Post Office that the outreach service is being reduce to 2 hours per week on a Tuesday (opening time 8.15am). This change has been instigated by the Post Office and not Colin Lincoln. Other Outreach post offices in the area managed by Colin have had their times reduced to 1 hour per week. It was suggested that the Post Office/governing body be approached to see if these new hours comply with the original Outreach mandate. Something for the existing Parish Council Post Office Working Party to investigate maybe.

We are currently charging £17 per session (partially subsidised by the Parish Council) – the actual charge out rate should be £19.

Pippa Stafford to consider best option for changing the outside notice board with new day/time.

8. Hall Developments and Car Park

- Drain cover in the car park is sitting proud – Terry King to find suitable product that can be used to dress around this area.
- 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.
- Tarmacking to Hall’s entrance – it had been noted that the pavement curb stones had recently been lowered and it is expected that the concrete screed directly in front of the entrance is to be removed – on-going.
- Community Space/Storage extension project – we now have building permission from NDC to proceed with this project. A ‘Work Schedule’ is now required for quotation purposes – John Stainer to discuss with Lewis
- King Charles III Commemorative bench – currently with David Ayre and will be delivered to the Hall by the end of this month. As the Parish Council were, in effect, gifting this bench to the Parish Hall we were asked to ensure this was included in our list of assets for insurance purposes.
- A ‘cleaning party’ to tidy up the outside the Hall is needed when weather improves.
- We have a water leak in the kitchen above an emergency light fitting. David Maidment to contact James Electric to isolate the light fitting. Terry King reported Nathan Hammet had cut an observation panel into the kitchen’s ceiling to locate the leak – this will be made good when roof repairs have been completed. Terry is waiting for C & S Roofing to visit and quote for remedial work. C & S have said that if the woodwork under the glass fibre roof is sound, they may be able to make an interim ‘coating’ repair that will last for around 5 years.
- Tony George, having set up the router extension, will consider options for improving the Hall’s sound system.

9. Fund Raising

Nothing happening at the moment. We still need to find funding for the proposed laurel hedging along Stuart Bryant’s boundary wall.

10. Future Events

- Ferret Race – now arranged for 20th Jan 2024. Set up 6.30pm latest. John Stainer reported that race sponsors and people who had bought ferrets were happy to continue with their support. Barry Scobling to be the Master of Ceremonies. Di McGahran and Sam to run the tote, Gaynor Isaac will cover refreshments, Dave and Ronnie Maidment to run the bar. Scooter to be auctioned. Publicity has been put in place (posters around village and social media). David Ayre will help and requires prizes for the raffle.
- The Christmas Fayre Saturday 2nd December 2023 was a great success - many thanks to all who helped out especially Gaynor Isaac who was the driving force behind this event – very well done Gaynor.
- Quiz Night had been arranged for 3rd Feb 2024. However, the Crown Inn were having live music on this night and it was thought we may lose some contestants/ Therefore it was decided to reschedule the event to a provisional date of 24th February 2024. Doors to open at 6.30pm for a 7pm start. This will be a ‘bring your own food and drink’ event. Tables will need to be set up during the afternoon. Shop to sell tickets. David Maidment to do the electronic scoring. Prizes – Winning team 6 bottles of wine, winning team name 6 bars of chocolate, team with lowest score 6 wooden spoons. Carole King has entry forms that will be put in the shop – 12 to 13 tables of 6 contestants expected. David Ayre will help with event and run a raffle if we decide to have one.

Suggestion please for further events. A bingo night was mentioned – on-going.

11. Hall Share

No Hall share meeting during the Winter months.

David Ayre has collected Filleigh loan chair.

12. Cleaning

Once again it was reported that the bins were not being emptied in the toilet areas. There was a sticky patch under the bin by the Hall's main entrance and there were some debris on the floor in the main Hall. Terry King mentioned that all cleaning chemicals should be locked up - action Keith Oades.

13. Bar stocks – valuation £258.37.

14. Website

Nothing to report.

David Ayre advised that invoices for advertising fees had been issued to Pipcott Fields and Trimstone Manor Hotel. We have lost the Crown Inn. Dune Cottage Holidays fee due in July.

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

David Ayre - Extinguishers and alarms to be checked. All emergency lighting to be run out to full duration – action Keith Oades

AFS completed their annual inspection in December 2023.

16. New Committee Members

On-going.

17. Promoting the Parish Hall

It was suggested we hold an open day later in the year.

18. Village Emergency Planning

The villages' Community Emergency Response Team (CERT) are looking for support from the Parish Hall to allow them to use the Parish Hall as an operational base in the event of an emergency situation arising. They would like permission to place a secure padlocked cupboard in Room 2000 to store relevant information and equipment (similar size to the cupboard used by the Post Office). In addition, they would like the Parish Hall to consider a Smart TV to be installed in Room 2000 so that in an emergency the CERT can be kept up to date with news. If approved the TV could be used by the Parish Hall in general and not just for the CERT in an emergency. All committee members present were in favour of this proposal.

There is a public Emergency Plan Community Consultation Meeting on the 15th Jan 2024 at 7pm in the Parish Hall

19. Any other business

David Ayre carried out a review of the Hall's Health and Safety Policy and Risk Assessment November 2023. David emailed proposals to all committee members and asked for comments. Di McGahran made suggestions (in bold text):

- H & S 'the following action to be taken' item 4 to be updated to include 'cordon off the area **or item** to prevent access **or usage**'.
- H & S Fire Routine – 'In addition to the Main hall doors, fire exits are located on the stage and in the kitchen' – add **Room 2000 and storage room**

Di also suggested producing a plan of the hall showing positions of fire extinguishers (it was also suggested by committee members to also add fire exits to this plan). Ronnie Maidment to retype the H&S document and Terry King to produce a plan of the hall.

David Ayre – Josh Clarke has agreed verbally to carry out our grass cutting for 2023 – awaiting his quote.

20. Date of next meeting – Wednesday 21st Feb 2024 (note date changed to 15th February 2024 – see email from D Maidment 2.2.24).

The meeting finished at 9.15pm.