

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 15<sup>th</sup> February 2024  
7.00pm at the Parish Hall

**Present:** Terry King (Chairman), John Stainer (Vice Chairman), Keith Oades (Booking Clerk), David Ayre (Treasurer), David Maidment (Secretary), Mike Reeves, Gaynor Isaac, Ronnie Maidment, Di McGahran, Pippa Stafford

**1. Apologies for absence:** Ian Davies, Vanessa Hunt

**2. Minutes of Committee Management Meeting** held 10<sup>th</sup> January 2024 were approved.

**3. Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 12<sup>th</sup> February 2024.

Income: £2879.89 (Bookings £1796, website fees £25.00, Ferret Race profit £966.40, Scooter Auction profit £71.00, bank interest £21.49).

Expenditure: £878.87 (Cleaning £363, EDF Electric £118.14, British Gas £306.36, Expenses £13.37, James Electrics £78).

Bookings included £420 payment from the Post Office, £420 from the Quilters, Parish Hall Post Office subsidy and a number of children's parties.

Electric expenditure was for usage 1<sup>st</sup> Dec 23 to 2<sup>nd</sup> Jan 24, gas expenditure was for usage 8 Nov 23 to 9<sup>th</sup> Feb 24.

Well done to John Stainer and his helpers on staging a very successful Ferret race.

Mike Reeves queried the Website item in the balance sheet – it was explained that this is money collected from advertising over the years and will be used when the website needs upgrading and any maintenance. The website, in its current format, has been running for around 9 years.

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

19) David Ayre has now received an invoice from Josh Clarke for grass cutting in 2023. Due to commitments Josh is unable to provide this service for the future. David Ayre to produce a 'tender' for grass cutting and hedge trimming in time for the next meeting.

19) Ronnie Maidment updating the Hall plan and the Fire Safety Awareness document.

**5. Correspondence**

David Ayre has agreed a new 2-year contract with EDF to supply the Halls electricity at a reduced rate.

Terry King had received an invitation from North Devon Council to apply for Discretionary Rate Relief (80% is mandatory relief and 20% in discretionary) – Terry K completed the appropriate form and returned it to NDC.

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

Keith Oades reported as follows -

- A very well attended wake took place on the 9<sup>th</sup> Feb for a Mr Rousseau who had previously had his 50<sup>th</sup> birthday party at the Hall.

- The Crown Pub have two wakes coming up and have asked if they could use some of the Hall's chairs and tables. All committee members present were happy for this loan on the proviso the Crown makes a donation, covers the cost of any breakages and that they are returned in time for any events being held at the Hall (i.e. Quiz Night).
- The Helen Blackman Creche has not hired the Hall since October 2023. The Hall received £114 from this creche during the whole of 2023. As we know storage space is currently at a premium and the creche have the use of a cupboard which could be used by the Hall or other Hall users. Keith Oades to contact Helen B to find out if the creche is still ongoing and, if not, ask for the cupboard to be emptied.
- The thermostat in the main Hall (located in a locked see through safe) had been adjusted to a very low temperature (presumably during an event) and was not reset to the original 19 degrees. Consequently, two Hall bookings went without heating (WI and Art Class). If anyone needs to reduce the heating, please turn it off using the controller located in the bar store.
- Please be careful when closing/locking the key-safe in the main storeroom. Only committee members know the combination number and the safe had recently not been closed properly.
- There is no 'outside' cigarette tray – it was suggested we got a pot with sand.
- Stage lighting – this gantry lighting is not to be used for parties. It is only to be used for stage productions/performances.

## 7. Post Office

Carole King wrote to Selaine Saxby (MP) about rural communities losing out on vital services. Reply was that the service had to be tailored to fit with demand. For the WD Post Office a footfall figure of 42 customers per week was mentioned and did not warrant 3 days (8 hours) a week and as a result this has been reduced to two hours on a Tuesday.

Terry King and Mike Reeves had a telephone conversation with Colin Lincoln about the Hall and charge out rates. We are currently charging £10 for the Tuesday 2-hour slot (we also receive a £7.00 subsidy from the PC = £17 total - the charge should be £19 per session). Colin considered we should not be charging at all as per other 'hosted' Outreach post offices (we know that this is not the case as in certain venues such as Dulverton Post Office is being charged £20 for hosted venues).

Apart from a very basic poster we have had no contact from the Post Office regarding the change in service. The area manager, Matt Walls, is off work after undergoing surgery.

Other hosted services in Devon have been suffering from service issues – Combe Martin relocated to the Co-Op and has since closed, Bratton Fleming (reduced hours).

Terry K and Mike R are waiting for a response from Colin. Having taken everything into consideration, the management committee were not prepared to make any changes to the current charge out rate and Terry K reminded all present that the rules of the Charity Commission are such that we must charge everyone the same for each similar service. Terry K to write to Colin L and explain our position.

Terry King had received an email from Sue Ayre (WDPC) regarding the PC subsidy (based on 8 hours) and the reduced service (now 2 hours). Terry K will reply to Sue A to say nothing has been agreed to-date as we are still waiting for a response from Colin L. If Colin L is not prepared to pay the £10 charge the Parish Hall management committee will refer the matter back to the WDPC.

Pippa Stafford has changed the outside notice board with the new reduced opening time.

## 8. Hall Developments and Car Park

- Drain cover in the car park has now been dressed – waiting on invoice for £50.
- Car park entrance gates – John Stainer has sourced some chain and is looking for suitable ‘anchoring’ hardware – on-going.
- Tarmacking to Hall’s entrance – Roger Clarke awaiting payment from Acorn.
- Community Space/Storage extension project – Lewis working on Building Regs before producing a building schedule. It’s about a week’s work but he is very busy at the moment. John Stainer has asked for a new set of plans (revised window position) which can be shown to builders.
- King Charles III Commemorative bench – David Ayre arranged delivery and it was installed by Keith Oades and David Maidment. The value of this bench was £400 and should be covered by the Hall’s contents insurance.
- A ‘cleaning party’ to tidy up the outside of the Hall is needed when weather improves – on-going.
- Leak in kitchen ceiling - C & S Roofing attended the Hall on 14<sup>th</sup> February (present T King, K Oades and M Reeves). The flat roof area was cleaned and checked using a pressure hose with no leak being found. C & S will be issuing an insurance certificate to say the roof is good for another 5 years. C & S Roofing also repaired some guttering. Unfortunately, it has been raining today and the leak has returned. Terry K to contact C & S roofing.
- Tony George to consider options for improving the Hall’s sound system – on-going.
- Keith Oades reported that there was a leak coming through the outside entrance porch. John Stainer to contact Steve Shadwick who built the new toilet extension.
- David Maidment has contacted Mark Ley for a service to the Hall’s heating boiler and is waiting on a date. On a couple of occasions, the boiler has shut down due to pressure loss in the system leaving hall users without heating. To get over this problem John Stainer has suggested fitting an auto fill pressure valve – David Maidment has asked Mark Ley to quote for supplying an installing.

## 9. Fund Raising

Car Park proposed hedgerow - the Parish Council will consider applying to the North Devon Council Climate and Environment Fund on behalf of the Parish Hall. Applications must be made between April and the end of August 2024.

This fund is available for any environmental projects (e.g. Batteries for solar panels, electrical car charging).

## 10. Future Events

- Quiz Night arranged for 24<sup>th</sup> February 2024 – doors open at 7.00pm for a 7.30pm start. Carole King has questions ready. Jan Oades will be MC. David Maidment will operate scoreboard. Gaynor Isaac and Gill will do the raffle. Gaynor already has 6 wooden spoons for the lowest score. We need 6 bottles of wine – 3 red and 3 white: red to be taken from bar stock - Gaynor to buy the white. 6 bars of chocolate to be purchased from the community shop for team with best name.
- Coffee Morning Tuesday 19<sup>th</sup> March 2024 9.00am to 11.30am. Tea, coffee and cakes to be offered - action Gaynor Isaacs.
- Terry King had received an email from Sue Ayre (Parish Council) asking if the PC could use the coffee morning to promote the Parish Council – all committee members in attendance approved – Terry K to inform Sue A.
- Ferret Race – agreed this event would revert to a November date. John Stainer to contact Ted Moule.

- 11. Hall Share** - Next Hall Share meeting will be at East Down March/April time.
- 12. Cleaning** - Nothing to report
- 13. Bar stocks** – valuation £204.60 (after Ferret Race).
- 14. Website** - Nothing to report.
- 15. Fire extinguishers, First Aid Kit and Carbon Monoxide Alarms**  
David to make his checks after the meeting.  
Keith Oades confirmed the emergency light had been checked (run down and re-boot).  
David Ayre is currently updating the Hall's risk assessment documentation.
- 16. New Committee Members**  
Opportunity to attract new committee members at the Coffee Morning on Tuesday 19<sup>th</sup> March.
- 17. Promoting the Parish Hall**  
Opportunity to promote the Parish Hall at the Coffee Morning on Tuesday 19<sup>th</sup> March. Leaflet to be produced.
- 18. Village Emergency Planning**  
The public Community Consultation meeting held 15<sup>th</sup> January was well attended.  
A CERT (Community Emergency Response Team) has been formed and will be headed by Andy Odell and Nigel Tinsley-Such.  
The Parish Council has made an application for equipment funding.  
A 'Desk Top' exercise is planned for 9<sup>th</sup> March after which a definitive plan of action can be completed.
- 19. Any other business**  
John Stainer has asked to use the Hall on the 26<sup>th</sup> February for a short while. David Maidment commented that James Electrics will be attending the Hall on the 26<sup>th</sup> Feb for the Hall's 5 yearly insurance electrical check.
- 20. Date of next meeting** – Wednesday 13<sup>th</sup> March 2024

The meeting finished at 9.25pm.