

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

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

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

1. Apologies for absence: Ian Davies, Di McGahran

2. Minutes of Committee Management Meeting held 12th June 2024 were approved.

3. Treasurer's report:

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

Income: £342.34 (Bookings £311, ND Lottery £13, bank interest £18.34).

Expenditure: £1152.37 (Cleaning £260, EDF Electric £49.30, Stationery £7, DCT subs £50, SW Water £61.37, James Electric £535.20, Window Cleaning £20, TV License £169.50).

David A commented that bookings were down.

4. Matters arising from the Minutes:

19) The King Charles commemorative photo is now displayed in Room 2000.

19) Gaynor Isaac will source a bike for the Christmas Fayre Raffle.

9) The Hall now has a television licence – applied for by David Ayre.

5. Correspondence

Email received from Carole King about the Village Forum which is taking place on 25th July at 7.30pm in the Hall. All organisations welcome to attend.

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

Keith Oades reiterated David Ayres comment that bookings were down but commented that we were in that period of time when bookings are normally low.

Keith reported that the Hall's vacuum cleaner has stopped working and needs replaced – Keith will source a replacement.

Richard and Elli Watts want to book the Hall for a wedding reception – they need the hall for around three days starting on Wednesday 2nd October (for preparation) and finishing Saturday 5th October with cleaning up on the Sunday. Keith O said that any existing bookings will not be compromised. Committee members present considered a hire fee of £300 to £350 would be acceptable – Keith O to make the final decision.

7. Hall Developments and Car Park

- Car park entrance gates message board – David Maidment has purchased an advertising pavement board which he brought to the meeting.

- Tarmacking to Hall's entrance – time has elapsed regarding the enforcement notice for Lower Park Road Estate who are now waiting on council to take action – on-going.

- Community Space/Storage extension project:

The Building Sub Committee had their first meeting on the 19th July – notes taken at this meeting were circulated to all members of the P Hall Management Committee.

John Stainer has invited Steve Chaddick to visit the P Hall and will ask him to quote – waiting for Steve C to respond.

Aaron is considering the project and has received paperwork from Lewis (architect).

- The Hall is now able to screen internet streamed events with sound coming from the Hall's sound system.

8. Fund Raising

NDC - Climate and Environmental grants:

- Hedging:
Di McGahran was going to ask Michael Lloyd to update his quote for laurel hedging along the Stewart Bryants perimeter wall. Nothing received so far so David Maidment said he would contact Michael.
- Battery Storage for Solar Panel Energy:
Terry King had previously got a quote from Mole Energy in August 2022 – cost for a fitted battery = £7395 + vat.
David Maidment has contacted James Electric and is still awaiting a response. David M mentioned that JE were new to this technology and may not be able to quote at this moment in time. David M to chase JE.
There was a van in the P Hall car park that referred to Solar Power on its livery so there could be someone in the village who could advise.
Mike Reeves to follow up possible lead in Croyde.

Applications to be in by the end of August with grant money being available in September therefore we need quotes a.s.a.p.

Vacuum Cleaner – the P Hall vacuum cleaner is no longer working and is not serviceable. Keith Oades had got a quote from Screwfix for a Titan replacement at £94.99. David Ayre to contact Malcolm Wilkinson who may be able to provide funding through his Community Councillor Grant facility (applications can be made directly).

9. Future Events

- Ferret Race arranged Saturday 23rd November 2024.
- The Christmas Fayre arranged for 30th November 2024.
- Wimbledon Finals Day – all now prepared. Set up time 10.00am, doors open 1.00pm. David Maidment and Keith Oades to check out streaming and sound system on Saturday. Fridge to be turned on and stocked with Prosecco. David Ayre to run a raffle and will bring the card machine. Prices = Devon Cream Teas £4.95, Strawberries and Cream £2.95, glass of Prosecco £3.00.
- Keith Oades has contacted Adam K about a 'Jose and the Hot Dogs' evening.... unfortunately, we have not received a response – on-going
- The Community Shop/Community Park will be staging a Village Fete on the 25th August (11am to 6pm) and is in the process of being organised. The P Hall tombola will be run by Gaynor Isaac and David Ayre and prizes have been sourced.... many thanks Gaynor.

10. Hall Share - Next meeting will be at Berrynarbor village hall on 23rd July 2024. Please advise David Ayre if you want anything put on the meeting's agenda.

11. Cleaning

Di Mahgaran and Ronnie Maidment have been reviewing the P Hall Cleaners 2001 contract that has been updated and emailed to all committee members. Combining the Contract with the implementation of a cleaner's checklist to be considered. Also, the introduction of a cleaning schedule in all toilets. Whilst Di M was unable to attend tonight's meeting, she emailed all Committee member on 11th July outlining her thoughts. Once this review has been completed, cleaning contract rates can be considered. The Hall's booking terms and conditions to be updated by Keith Oades/Ronnie Maidment.

- 12. Bar stocks** – David and Ronnie Maidment carried out a stock check and emailed stock levels to all committee members. Three bottles of white wine were missing but three bottles of Prosecco had appeared. There is a box of wine (6 bottles) left over from a function and was thought to belong to Mrs Knowles. Vanessa Hunt had bought all 'out of date' cokes and diet cokes. David Maidment will buy out of date tonics. All other 'out of date' stock to be destroyed.
- 13. Website** - Nothing to report. David Ayre will remind attendees of the forthcoming Village Forum that the Community Website is there as a source of information for not only villagers but also for people visiting the village (holiday makers) and that it is important that all organisations make sure information was kept up to date.
- 14. Fire extinguishers, First Aid Kit and Carbon Monoxide Alarms**
David Ayre completed monthly check before tonight's meeting
- 15. New Committee Members** – on-going.
- 16. Promoting the Parish Hall**
Printed Christmas raffle tickets OK to order – proof required for approval.
- 17. Any other business** - Nil
- 20. Date of next meeting** – Wednesday 11th September 2024.

The meeting finished at 9.05pm.