

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 12th June 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, Di McGahran, Ian Davies

1. **Apologies for absence:** Pippa Stafford, Keith Oades, Vanessa Hunt

2. **Minutes of Committee Management Meeting** held 24th April 2024 were approved.

3. **Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 9th June 2024.

Income: £1537.89 (Bookings £1151, PC grant £250, ND Lottery £24, solar panels £71.05, bank interest £41.84).

Expenditure: £1680.49 (Cleaning £573, EDF Electric £51.10, British Gas 263.04, NDC lottery licence £20, Floor polisher £41.49, Floor cleaners and chafing fuel £101.89, SW Water £140.01, Westcotts audit £210, N Hammett kitchen ceiling repair and stone chips £280).

Approved accounts received back from our auditors (Westcotts) and Charity Commission return for 2023 completed (details on both emailed by David A to all committee members).

Terry King's application to NDC for zero business rates has been accepted.

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

19) Nothing heard from Bideford Folk Club about wanting our old chairs.

19) The Fullabrook CIC AGM hosted by the P Hall was well attended.

5. **Correspondence**

Mike Reeves – Environmental Grant (see fund raising).

Sue Ayre – portrait photo of King Charles received - to be hung in Room 2000.

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

Keith Oades not present.

David Ayre mentioned that we had lost the NHS regular booking as they were no longer allowed to use outside facilities.

7. **Post Office**

Terry King emailed Mr Matt Walls (Post Office Network Provision Lead South West) on 7th May 2024 to ensure he was aware of the facts surrounding the departure of their Outreach service from the Parish Hall and requesting that their aerial and phone line be removed. Mr Walls acknowledged receipt of Terry's email on the 8th May. Terry sent copies of emailed correspondence to all Parish Hall committee members on 8th May 2024.

No further action to take place and as the PO had settled their account in full and it was decided to remove this topic from future meeting agendas.

8. **Hall Developments and Car Park**

- Car park entrance gates - message board will need to be attached to the chain when in use. David Maidment to source exterior black board and border tape – on-going.

- 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. Tarmacked area in front of our entrance not too bad at the moment but getting patchy – on-going.
- Community Space/Storage extension project – John Stainer has spoken with Lewis (architect). John had some plans that could be used for rough costings. We need at least three quotes for grant applications – John S to invite Steve Shaddick for an estimate. Building regs will cost £850 (Mike Reeves suggested staged payments) – Andy Howard NBD may be able to reduce this amount.
A building sub-committee (JS, TK, DA, ID, DM and anyone else who might like to have an input) to be formed to see this project through – first meeting 7.00pm on the 19th June in Room 2000).
- Kitchen ceiling – Nathan Hammet has repaired the ceiling and James Electrics have fitted a new emergency light.
- Tony George to consider options for improving the Hall's sound system – on-going.
- Payment of £50 for dressing the car park's drain cover now made.
- Apart from having a new emergency light being fitted in the kitchen, further electric works were carried out by James Electrics – a new double power wall socket had to be replaced in Room 2000 and the Hall's portable appliances were PAT tested (as our facilities are used by the public, James Electric recommended testing every 12 months – last test was done in 2022).

9. Fund Raising

Mike Reeves - The Parish Council can now apply to NDC for Climate and Environmental grants. There are two cut off dates for applications being the 31st Aug 2024 and 31st Jan 2025. Updated costs are required for the hedging along the Stewart Bryant's perimeter wall (Di McGahran to contact Michel Lloyd) and battery storage for solar panel energy (Terry King to contact Mole Energy). Both projects to be put forward to the PC who will ultimately decide how and when they will make their application to NDC. Latest quotes to be with the PC for their next meeting on the 3rd July 2024.

10. Future Events

- Ian Davies investigated live streaming of events and costs of licences that may be required and advised that a normal television licence will suffice. David Ayre to apply for a licence.
- Ferret Race arranged Saturday 23rd November 2024.
- The Christmas Fayre arranged for 30th November 2024.
- Wimbledon Finals Day - Cream teas, strawberries with cream and Prosecco event arranged for 14th July. Gaynor Isaac will arrange for food and drink. Tea, coffee and soft drinks also to be available. This will be a free entrance event with drink and food chargeable. David Ayre to run a raffle. Hall to be set up at 10am on the day. Ronnie Maidment to produce an event poster.
- Keith Oades has contacted Adam K about a Jose and the Hot Dogs evening.... Adam to come back with proposal.
- The Community Shop/Community Park will be staging a Village Fayre on the 25th August (11am to 6pm). John Stainer asked if the P Hall would support this event by offering, if needed, toilet facilities, PA equipment, card reader – all committee members present were in favour. The P Hall to run a tombola.

11. Hall Share

David Ayre emailed all committee members with minutes taken at the East Down Hall share that took place on 25th April 2024.

Next meeting will be at Berrynarbor village hall on 23rd July 2024 – committee members are welcome to attend.

12. Cleaning

Wood floor cleaners and polish have been purchased.

David Maidment had received a complaint from the WI about an unclean toilet in the Ladies.

Cleaning rates of pay – David Ayre and Terry King were satisfied that the Hall rates of pay were meeting the National Minimum Wage. David Ayre advised the current rate of pay, which has been in place since 2022, should be reassessed. A sub-committee (Keith Oades, Di McGahran and Ronnie Maidment) to review and update the current 2001 contract (David A to email copy of contract to Ronnie M).

13. Bar stocks – valuation £203.16 (No change).

14. Website - Nothing to report.

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

David completed monthly check after last meeting and there was nothing to report; David will check again after tonight's meeting.

16. New Committee Members

This will be an on-going issue - more coffee mornings to be considered.

17. Promoting the Parish Hall

Printed Christmas raffle tickets to be ordered – ongoing.

Details about the North Devon Lottery now showing on the community website.

18. Village Emergency Planning (Community Emergency Response Team – CERT)

TV now installed.

It was decided this topic would be removed from future meeting agendas.

19. Any other business

David Ayre advised that the Hall had been booked for the General Election voting on 4th July 2024 and also mentioned that a gas smart meter had been fitted.

Gaynor Isaac asked if she could buy a bike as a prize for the Christmas Raffle – budget up to £150 – all committee members present were in favour.

20. Date of next meeting – Wednesday 10th July 2024 (To Be Confirmed).

The meeting finished at 9.00pm.