

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 12<sup>th</sup> September 2024  
7.00pm at the Parish Hall

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

**1. Apologies for absence:** Ian Davies, Mike Reeves

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

**3. Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 10<sup>th</sup> Sept 2024.  
Income: £1439.49 (Bookings £552, Website fees £50, ND Lottery £22, Wayleave £11.92, Solar Panels £274.50, DC grant £94.99, fund raising events £392.74 bank interest £41.34).

Expenditure: £1589.26 (Cleaning £684, Fire extinguisher £74.40, EDF Electricity £60.36, Vacuum cleaner and Keysafe £135.29, DCT course fees £36, James Electrics £306, Window Cleaning £20, fridge repair and advertising board £187.49, British Gas £85.72).

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

19) Gaynor Isaac has bought a bicycle for the Christmas Fayre Raffle (details emailed to all committee members).

8) Community Councillor Grant (£94.99) received from Malcolm Wilkinson for a new vacuum cleaner (many thanks to Malcolm).

**5. Correspondence**

Email received 28<sup>th</sup> August from Sue Ayre asking if it was possible for her to use the Parish Hall on the 11<sup>th</sup> January 2025 for defibrillator training (the village has a defibrillator located at the Community Shop). There would be a morning and afternoon session with each session being 2 to 3 hours. All committee members present were in favour of her proposal and as this was for the benefit of the community there would be no charge. Providing tea and coffee to be considered. Keith Oades has made a booking in his diary.

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

Keith Oades reported that bookings had been improving and there is a wedding reception in October.

Unfortunately, there were a few issues that had been experienced of late: -

- A water fire extinguisher, located in the main hall by the entry doors, has gone missing presumably stolen. The extinguisher was last accounted for on the 10<sup>th</sup> July during the monthly checks. There had been no response on an appeal to village via social media. A new replacement extinguisher was bought from Fyrex.
- On the 2<sup>nd</sup> September there was a teenager's birthday party arranged at very short notice where the Hall sustained various types of damage. The urinal divider in the gents had been broken and there is damage to a wall, the pool table was damaged beyond repair, our new vacuum clean has been badly dented, a handle on one of the storage lockers in the storeroom had been broken and two lights in the car park were broken. The hall's cleaner reported she had found vomit in the ladies' toilet. The hirer (a respected family in the village) has been made aware of the above and some reparations are taking place. It transpires that whilst this was meant to be a private party word got out on social media and a lot of uninvited guests arrived. This situation is totally unacceptable and the management committee discussed how to manage future parties.

The Hall has been hired out for many years without any problems. However, the party mentioned above and another teenage party held a few months ago have been problematical and there is a common theme = 'teenager'. With social media making so easy for gate crashers to attend, it is becoming very difficult for hirers to effectively manage an event.

All committee member present commented on how we could manage parties in the future bearing in mind parties for younger children and adults have not been an issue in the past. A number of suggestions were made as follows: effectively policing teenage parties by the hirers, taking a deposit (£250 or £500), limiting the number of guests, having control (doorman) of guests entering into the hall, ban or temporary ban on teenage parties.

A proposal was made to ban teenage parties until further notice (with some flexibility in special circumstance) – all committee members present were in agreement.

## **7. Hall Developments and Car Park**

- Tarmacking to Hall's entrance – this has now been completed. Terry King emailed Mark Thomas (Acorn developments) to offer our thanks.
- Community Space/Storage extension project - John stainer has been in contact with Steve Shaddick who made some suggestions about the roofing structure. This information was passed on to Lewis (architect) on 27<sup>th</sup> August. Lewis is reluctant to discuss this with NMD Building Control until such time we have paid their fees. It was noted that whilst the doors are shown on the plans, but they are not included in the written specification.
- CCTV - Mike Reeves, whilst unable to attend this meeting, had emailed a suggestion that the Parish Hall should consider installing CCTV - this subject to be added to October's meeting agenda.

## **8. Fund Raising**

NDC Climate and Environmental grants - the Parish Council have made an application on behalf of the Parish Hall for hedging and solar panel batteries. We hope to hear within the next few weeks if we have been successful.

## **9. Future Events**

- Ferret Race arranged Saturday 23rd November 2024. Dave and Ronnie Maidment to run the bar, Gaynor Isaac to arrange refreshments and David Ayre to run the raffle – on-going.
- The Christmas Fayre arranged for 30<sup>th</sup> November 2024.
- Well done to committee members who helped out with the Wimbledon Finals Day event and the Community shop/ Community Park fete on the 25<sup>th</sup> August.
- Keith Oades has contacted Adam K about a 'Jose and the Hot Dogs' evening – awaiting a response – on-going
- Village Quiz booked for 1<sup>st</sup> February 2026. Terry King to advise the Crown Inn.
- Coffee mornings are scheduled for 7th November 2024, 2<sup>nd</sup> January 2026, 6<sup>th</sup> February 2026 and 6<sup>th</sup> March 2026.

Other suggestions – a Beetle Drive and a table top sale.

## **10. Hall Share**

A number of our committee members attended July's meeting at Berrynarbor. The next meeting will be held at Chittlehamholt on 23<sup>rd</sup> October 2024 which will be the last meeting for 2024.

'Devon Communities Together' held a workshop last week at Swimbridge Village Hall regarding Village Halls and Trusteeships. This was attended by John Stainer, Ian Davies, David Ayre. David A to send copies of the West Down Parish Hall's Trust Deed and Variation of Deed documents to all committee members.

## **11. Cleaning**

All matters regarding cleaning (including schedules, wage review) to be deferred to October's meeting.

## **12. Bar stocks**

No change - value £168.53. Six bottles of red wine left over from a function to be included in the Hall's stock and will be sold at future functions.

## **13. Website**

Nothing to report. It was mentioned at the last village forum that the website has an events page for all organisations to use and that they should contact Ronnie Maidment with dates and details.

## **14. Fire extinguishers, First Aid Kit and Carbon Monoxide Alarms**

David Ayre to check after this evening's meeting.

## **15. New Committee Members – on-going.**

## **16. Promoting the Parish Hall**

Printed Christmas raffle tickets to be ordered (proof required for approval) action David and Ronnie Maidment. John Stainer showed a promotional pamphlet produced by the Swimbridge Village Hall and suggested this type of advertising would be a good idea for promoting our Hall. Ronnie to type a draft.

## **17. Any other business**

David Ayre mentioned as follows:

- Grass cutting by our gardener was going very well but hedging had not been attended to. David A to discuss with Michael Lloyd.
- Old chairs currently held at Caenbrook Farm will be going to Chittlehampton village hall - they will collect.
- David A will make a grant application to the Parish Council for TV Licence and grass cutting.
- Insurance for the Parish Hall is due to be renewed on 7<sup>th</sup> October 2024. A renewal notice has been received from our insurers – due to time constraints a subcommittee (David Ayre, John Stainer, Keith Oades, Terry King) to meet at 10am on 18<sup>th</sup> September 2024 and go through proposal – they were authorised to make a decision on behalf of the management committee. The insurers made reference to C3 on our recent electrical condition report – David Maidment to check out.
- David Ayre to put a notice on the damaged pool table alerting Hall users that it must not be used.

## **20. Date of next meeting – Wednesday 16<sup>th</sup> October 2024.**

The meeting finished at 9.30pm.