

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 24th April 2024
7.00pm at the Parish Hall

Present: Terry King (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, John Stainer
2. **Minutes of Committee Management Meeting** held 13th March 2024 were approved.
3. **Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 23rd April 2024.
Income: £829.28 (Bookings £486, Coffee Morning profit £175.00, Party breakages £150.00, bank interest £18.28).
Expenditure: £2022.10 (Cleaning £317, EDF Electric £145.82, Entrance chain £51.38, Cable and floor polisher £58.69, Window Cleaning £20, CS Roofing £574.81, James Electrics Inspection report £720, Boiler service and autofill valve £134.40).
4. **Matters arising from the Minutes:**

19) Ronnie Maidment - Hall plan and the Fire Safety Awareness document updated and placed on notice board.
5. **Correspondence - Nil**
6. **Booking Clerk Report (inc. attracting new hall users)**

Keith Oades reported as follows -
Whilst the wood floor in the main hall had been cleaned and treated, Keith was not happy with the finish – floor to be scrubbed again (£40 for scrubber hire) and redressed.
There had been a few complaints about sticking doors – Keith has now sanded these doors and they open and close with ease.
A urinal partition in the gents was broken during a recent 18th birthday party. A new partition was installed by Keith and David Maidment. The hirer has paid £150 to cover costs.
David M suggested that we take a deposit for certain functions but the general consensus was that this was not necessary as any damage would be covered under our terms of hire.
If a Hall hirer cannot clear up on the night of their event, then they must clean up the following morning and be charged accordingly for a session – Keith O to manage.
7. **Post Office**

Terry King was going to write to Colin Lincoln about outstanding hire fees and the removal of his cupboard, till and electronic connections equipment. However, soon after the last meeting we received full payment of outstanding fees and the cupboard and till had been removed - as such Terry held back on his correspondence. Terry will now contact the Post Office about removing electronic equipment/connections and to re-iterate that it was not the Hall's wish for the Post Office to stop using our premises. Mike Reeves asked that the Parish Council be kept up to date with any resulting matters.

8. Hall Developments and Car Park

- Car park entrance gates – chain purchased and anchor points fitted. A message board will need to be attached to the chain when in use. David Maidment to source exterior black board and border tape.
- Tarmacking to Hall's entrance – enforcement notice against Acorn now in effect – on-going.
- Community Space/Storage extension project – awaiting Lewis (architect) on-going.
- Leak in kitchen ceiling – CS Roofing have applied a patch to the roof in the general area of the leak and will be providing a 5 yearly condition report for our insurers. Terry King to contact Nathan Hamet to make good the ceiling in the kitchen - when this has been completed David Maidment will arrange for James Electric to fit a new emergency light.
- Tony George to consider options for improving the Hall's sound system – on-going.
- Leak in entrance porch light – no further evidence of leak – no further action required.
- Mark Ley has serviced the boiler and fitted an autofill valve.
- David Ayre contacted Michael Lloyd to confirm we had accepted his quote for gardening. Michael L has given a copy of his Public Insurance to David A.
- James Electrics have completed all outstanding electrical work (with the exception for the kitchen light) and we have received their 5 yearly insurance inspection report.
- Payment of £50 for dressing the car park's drain cover still outstanding – payment to be made via Nathan Hamet.

9. Fund Raising

Car Park proposed hedgerow - the Parish Council will look into this alongside any other community projects identified that might lead to an application to North Devon Council for 2024/25 grant funding (Climate and Environmental fund) – ongoing.

Keith Oades questioned whether our project to increase community space/storage was value for money as we had created some more storage space in the attic area. Terry King pointed out this project would not be costing the Hall as money would be generated through grant funding and will be an improvement for Hall users. Whilst storage space has been created in the attic area access was still a concern.

10. Future Events

- Ian Davies to investigate live streaming of events and costs of licences that may be required.
- Ferret Race – John Stainer has made arrangement with Terry Moule for Saturday 23rd November 2024.
- The Christmas Fayre has been provisionally booked for 30th November 2024.
- A strawberries and cream and Prosecco event was suggested for when the Wimbledon tennis finals are being played out on the 14th July.
- Terry King has a list of sporting events for 2024.
- Terry King suggested a Jose and the Hot Dogs evening event – Keith Oades to discuss with Adam K.
- There is a big breakfast on the 5th May for the Community Shop – the Hall's chafing dishes will be needed.

11. Hall Share - Next Hall Share meeting will be at East Down on 25th April 2024. David A had emailed all committee members with an agenda should they wish to attend.

12. Cleaning - David Maidment to purchase Nova wood floor polish and Altro 44 kitchen floor cleaner.

Terry King was concerned about cleaning rates and whether we were meeting the national minimum wage. David Ayre to provide details about our cleaner's current payment rates.

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

14. Website - Nothing to report.

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

David to check after the meeting.

16. New Committee Members

Coffee Morning held in the hall on the 19th March went well but no interest was shown in people wishing to join our management committee. More coffee mornings to be considered.

17. Promoting the Parish Hall

It is evident that the Hall's facilities are not being used enough. Advertising to be given some thought for social media (Gaynor Isaac) and the community website (Ronnie Maidment).

The community shop is currently working on a newsletter – Terry King will use this opportunity to remind the village of the Hall's facilities.

Printed Christmas raffle tickets to be ordered from 'Raffle Tickets 4 U' in good time so they can be sold in advance (same company as used last Christmas).

David Ayre to send details about the North Devon Lottery for the community website.

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

Lockable cupboard now installed, flip chart will be stored behind this cupboard and a smart TV will be installed on the wall between the door (leading to the main hall) and the notice board. All CERT equipment will be covered by Parish Council insurance. Whilst the TV initially is not meant for public use Mike Reeves suggested another village organisation may be happy to buy a licence so that the TV can be used for public viewing.

19. Any other business

Bideford Folk Club (Peter Beer) need some chairs and they may be interested in taking 20 from our old stock located in one of Terry King's barns.

The WI have lost a key to the electronic equipment cupboard in the main hall.

Fullabrook CIC have their AGM on Monday 29th April 2024 7.00pm – this is open to the public and it would be nice if representatives from the Hall's management committee could attend.

Fullabrook CIC have been very supportive of many projects in the village of West Down.

20. Date of next meeting – Wednesday 12th June 2024 (provisional booking – Keith Oades to confirm date)

The meeting finished at 8.55pm.