

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 16th October 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, Ian Davies, Mike Reeves

- 1. Apologies for absence:** All committee members present
- 2. Minutes of Committee Management Meeting** held 12th September 2024 were approved.

3. Treasurer's report:

David Ayre emailed a copy of the balance sheet to all committee members as at 15th October 2024.

Income: £1075.38 (Bookings £950, ND Lottery £45, WI donation £60, bank interest £41.34).

Expenditure: £2761.78 (Insurance £1348.22, Cleaning £289, EDF Electricity £84.55, South West Water £100.25, NDC Building Regs £850, Consumables £50.12, Raffle Tickets £39.54).

David mentioned we had a good month for bookings and that we had received a generous donation from the WI for a replacement fire extinguisher. David has put in an application for the Parish Council grant to cover costs for a TV licence (£170) and ground maintenance (£500). David also mentioned that we were waiting for an invoice from James Godfrey for website fees.

4. Matters arising from the Minutes:

19) Old chairs held at Caenbrook Farm are awaiting collection by Chittlehampton village hall.

5. Correspondence

Terry King had received a letter from Sue Ayre (Parish Council Chair) regarding Section 106 funding for the Community and Community Projects – see fund raising.

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

Keith Oades reported that bookings continue to improve.

Damages – T Pearce birthday party 2nd September 2024

Meeting held with Mrs Tina Pearce (who was very apologetic) to discuss reparations.

- John Stainer is looking at ways to repair the storeroom cabinet (any costs chargeable to Tina).
- The snooker table/games centre is damaged beyond repair. After the meeting it was suggested not to have this replaced but to ask Mrs Pearce to provide compensation to cover original costs (£125) and take the damaged table to the dump.
- Mrs Pearce to arrange for Hall's spare urinal divider to be fitted (this will have to be replaced at her cost). Fitting will be improved by screwing into wooden batons.
- Mrs Pearce to replace vacuum cleaner.
- Mrs Pearce to pay for replacing 2 x car park light (£20ea).

We have not heard from Mrs Pearce since the meeting.

Elli Watts disposed of the Hall's cutting boards that were in very poor condition. Elli kindly left one of her own chopping boards for the Hall to use and Keith Oades will buy a 'coloured' set in time for the Young Farmers Big Breakfast on the 20th October.

7. Cleaning

Keith Oades considered that the standard of cleaning had improved.

The Hall's original cleaning contract has now been updated and will need signing. David Ayre to send Ronnie Maidment a copy of the original signed 2001 contract.

Cleaning rates to be increased effective 1st November 2024 (have not changed for 2 years).

Weekly payments - £ 50.00 per week (unchanged).

All day events i.e. Weddings - £ 20.00 (was £18).

Dances/Parties with use of Bar and Kitchen - £ 20.00 (was £15).

Parish Hall Management Committee Functions with Bar and kitchen - £ 10.00 (was £9).

Events without a Bar i.e. Concerts, Jumble Sales, Whist Drives, Suppers, Teas, Bazaars, Dances/Parties without a Bar - £10.00 (was £9).

Meetings, Educational classes, Guides, under 5's, WI, Karate, and various similar events - £ 5.00 (was £4).

Room 2000 events without the Kitchen - £ 5.00 (was £4).

Monitoring check list to be produced for all toilets (4) – similar to those used in local supermarkets – action Di McGahran and Ronnie Maidment.

Itemised breakdown, cleaning schedule and check list for hirers currently being worked on – action Di McGahran and Ronnie Maidment.

Keith Oades has agreed to manage the cleaner.

8. Hall Developments and Car Park

- Community Space/Storage extension project – John Stainer waiting to hear from Lewis (architect) as he was reluctant to move forward until such time ND building control fees (£850) had been paid – payment has now been made. John S to chase Lewis. When Lewis has finalised plans and the schedule of work, we can then go forward with obtaining three quotes for building the extension.
- 5 Yearly Electrical Condition Report – James Electrical made an observation on our inspection report dated 26th Feb 2024 that the Hall did not have surge or AFDD protection. A copy of this report was sent to our insurers (Allied Westminster) who are now querying what action the Hall will be taking in respect of this observation. Quotes have been submitted by James Electrical to fit surge protection £850 or AFDD £4100 (AFDD's are an overkill for our premises as it is meant for high-risk areas such as care homes or Housing of Mass Occupancy). David Ayre to contact Allied Westminster and point out that our current set up complies with regulations at the time of installation and to establish if a) the devices were absolutely necessary to fit and b) if we did not install these devices how they would view any subsequent claims if something went wrong. Andy Hill (Solar Battery) to be asked to provide a 2nd quote for installing surge protection/ AFDD's.
- NDC Environmental grant – hedging – John Stainer had spoken with Stuart Bryant who was in favour of our proposal to plant laurel edging but had some concerns about how close it will be to the perimeter wall. John Stainer to arrange a meeting (if possible) with Michael Lloyd (MRL Landscaping) and Stuart B. It was mentioned that whilst now would probably be a good time to plant hedging that may not be case with the wild seeded area – M Lloyd to advise. The Parish Council need to be invoiced for this work by 15th March 2025.
- NDC Environmental grant - solar battery - Mike Reeves and Terry King had a meeting with Andy Hill of Bespoke Electrical Installation who has experience with installing solar batteries. Andy H had suggested re-arranging our current power set-up to make it more efficient. Work could start within 3 weeks from being given the go ahead and will take around 3 days to complete.

Terry King has been in touch with the Hall's insurers (Allied Westminster) who confirmed that Andy H's qualifications (NAPIT and RCC) were acceptable. As a matter of courtesy, we are to make James Electrics aware of the proposed work. All committee members present were happy to proceed with this battery installation. Terry King to ask Andy H to quote for surge protection devices (re insurers comments on 5 yearly electrical condition report).

- Nancy Hutchings has very kindly donated a table tennis table to the Hall which is currently located in Keith O's garage. Letter of thanks to be sent to Nancy.

9. CCTV

Mike Reeves suggested installing cameras to cover all round the Hall's exterior areas only (not internally) as a deterrent against anti-social behaviour and for general security. David Maidment to contact James Electrics to see if they can install cameras or maybe recommend a specialist company.

10. Fund Raising

Many thanks to the Parish Council who secured funding from the NDC Climate and Environmental grant for hedging and a solar battery – see Hall developments.

A letter has been received from Sue Ayre (PC Chair) regarding future availability of section 106 funding. The PC need to know in advance of any low, medium or high funding projects (guesstimates acceptable). There have been issues with obtaining 106 funding in the past and the idea is to have plans in readiness as and when funding becomes available.

In light of the above it was suggested that we should advise the PC about our extension project. The committee needs to come up with more project ideas that can be discussed at our next management meeting (note to be made on meeting agenda)

11. Future Events

- Ferret Race arranged Saturday 23rd November 2024. John Stainer confirmed that all of the 9 races had been sponsored and that he was in the process of 'selling' 42 x ferrets (cost £5 each). Gaynor Isaac to arrange refreshments with Dave and Ronnie Maidment running the bar (bar stocks to be reviewed). David Ayre running the raffle (Christmas Fayre Raffle Tickets can be sold after the Ferret Race raffle has been completed). Mike Reeves will be the MC and Barry Scobling will auction ferrets. Set up 6.30pm. John S to send poster to Ronnie M (for website and posting around the village) and Gaynor I (for social media).
- Christmas Fayre arranged for 30th November 2024. Request from Debbie Radley (PTFA) asking to amalgamate the schools Christmas fayre with the Hall's event. This was not acceptable as this would have a negative effect on the Halls fundraising. If the school wanted to put on their own fayre this should be done after the Hall's event. Pre-printed Christmas Fayre raffle tickets have been received and committee members were asked to try and sell if they can. The Crown Inn will kindly sell tickets on behalf of the Hall. Nessie said that she had forgotten to ask the committee if the shop could sell our raffle tickets – it might clash with their own raffle.
- Keith Oades has contacted Adam K about a 'Jose and the Hot Dogs' evening – awaiting a response – on-going
- Village Quiz booked for 1st February 2025. Terry King has advised the Crown Inn.
- Coffee morning arranged for 7th November 2024 - set up at 9.00am for a 9.30am start - David Ayre and Gaynor Isaac hosting this event. Similar coffee mornings planned for 2nd January 2025, 6th February 2025 and 6th March 2025.

12. Hall Share

The next meeting will be held at Chittlehamholt on 23rd October 2024 which will be the last meeting for 2024.

13. Bar stocks

No change - value £168.53. Dave and Ronnie Maidment to review stocks and make necessary purchases for the Ferret Race in November.

14. Website

Nothing to report. Daid Maidment to chase James Godfrey for website maintenance invoice.

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

David Ayre to check after this evening's meeting.

16. New Committee Members – on-going.

17. Promoting the Parish Hall

Christmas Fayre Raffle Tickets received.

Ronnie Maidment is in the process of producing a promotional leaflet for the Parish Hall. Ronnie will email a copy to all committee members when it has been completed.

18. Any other business

- Hall to be decorated on 28th November 10.00am – please help if you can. It was mentioned that some new decorations were needed.
- John Stainer to contact Richard Watts about supplying a Christmas tree (as has been the case in previous years).

19. Date of next meeting – AGM arranged for Wednesday 20th November 2024 at 7pm in Room 2000 with a committee management meeting immediately afterwards.