

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 15th January 2025
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, Vanessa Hunt, Di McGahran, Mike Reeves, Ronnie Maidment

1. **Apologies for absence:** Pippa Stafford, Ian Davies
2. **Minutes of Committee Management Meeting** held 20th November 2024 were approved.

3. **Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 14th January 2025.

Income: £1649.48 (Bookings £308, Christmas Fayre and Draw £752.57, ND Lottery £45, Pearce - part payment of party damage £50, Solar Panels £333.47, Coffee morning profit £57.50, Website fees £50, First Aid Session donations £20, bank interest £32.94).

Expenditure: £254.12 (Cleaning £550, Fire equipment inspection £108, Window cleaning £20, EDF Energy £186.33, MR Lloyd additional garden work £160, SW Water £85.17, Misc cleaning items/ stationery £144.62).

David A mentioned that:

- Bookings were quiet for the Christmas period.
- There was a poor turnout for the First Aid Sessions held in the Hall.
- Accounts were still at the accountants.
- Further £50 for reparations received from Tina Pearce (balance owed £75).

John Stainer commented that projects fund was running down.

Di McGahran commented that cleaning costs were greater than bookings.

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

- 19) Old chairs held at Caenbrook Farm are awaiting collection by Chittlehampton village hall – on-going.
- 18) We made do with old Christmas decorations in December (thought to be over 4 years old and falling apart). New decorations needed and now could be the right time to buy. John Stainer to check out.
- 18) Many thanks to Richard Watts for giving a lovely Christmas tree that was displayed outside the Hall over the Christmas/New year period.
- 6) Party damaged locker – John Stainer trying to find a new handle – considering 3D printing replacement handle – on-going.
- 6) Party damaged snooker table – no luck with Ilfracombe Menshed. Keith Oades and David Maidment to take the table to the local waste tip.

5. **Correspondence**

- Terry King had received an invitation from North Devon Council to apply for discretionary rate relief. Terry to make application
- David Ayre received a booking request from North Devon Council to hire the Hall on Thursday 1st May 2025 for Devon County Council Elections. David will quote £300 for the day.

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

December was a quiet month for bookings.

Keith Oades showed a copy of a letter he was sending to all regular hall users showing new hire rates that come into effect 1st April 2025 – all committee member present gave their approval. It was mentioned that the WI consider the Hall value for money and were considering ways to fund the increase.

There had been an increase in children's parties as the Hall was big enough for an 'internal' bouncy castle.

We will not be advertising the new April 2025 hire charges, instead Keith will quote new prices at the time of taking the booking.

7. Cleaning

Keith Oades commented that we needed some anti-bacterial cleaner for clean table tops. David Maidment commented that there should be some in the cleaning cupboard. To be checked after the meeting.

The Hall has a number of colour coded buckets for cleaning to avoid cross contamination. Whilst there is a notice in the kitchen it was felt that writing on the buckets and mops would avoid any confusion – Di McGahran offered mark-up accordingly the various buckets/mops.

Drip tray located under the wall water heater in the kitchen is not being emptied. Ronnie Maidment to place a Dymo printed tape to remind users to empty the tray. In addition, installing a small piece of tubing from the condensation outlet under to heater to a jug might also help matters.

8. Hall Developments and Car Park

- Community Space/Storage extension project – we have now received an estimate of £54,000 from Steve Shaddick. Steve S to confirm if this amount will be subject to VAT. There were a few queries (opening up door aperture and floor coverings) that are not mentioned in the estimate but should have been accounted for. James Lewis has provided new plans but the wall where the fuse boxes are located has moved which is not what is wanted. Building meeting arranged for 29th January 2025 at 3pm
- Surge Protection – James Electrical have reduced their cost for installing surge protection equipment to £625 (was £850). This was still slightly more expensive than Bespoke Electrical (£590) but it was considered that James Electrical provide an excellent service overall (i.e. call-outs) and were value for money. All committee members present were in favour of James Electrical installing these devices – David Maidment to make arrangements.
- Solar battery – now fully installed and working. Terry King to chase bespoke Electrical for working instructions and guarantee.
- Table tennis table – David Maidment may know someone who would like to collect this item at the same time making a small donation.
- Ben (neighbour) has asked that we do not remove the Hall's buddleia on the boundary adjacent to his home. Ben will take the responsibility pruning/tending to this shrub.

9. Fund Raising

- John Stainer waiting for quote from Roger Clarke for tarmacking the car park surface.
- Ideas for projects to be fed through to Lorna Jones.
- Hall entrance pillar lights – David Maidment to circulate committee members with quote from James Electrical.

10. Future Events

- Ferret Race re-arranged for 1st March 2025 – actual date to be confirmed. Waiting on Barry Scobling to confirm he will auction ferrets and races. David Ayre to run the raffle. Gaynor Isaac and Gill will provide hot dogs. Dave and Ronnie Maidment will operate the bar. Tote to be run by Di McGahran and Sam (to be confirmed). Public address Mike Reeves. John Stainer working on publicity. Social media to be updated. New advertising poster to be produced by Ronnie Maidment.
- Village Quiz with a Difference booked for 1st February 2025. David Maidment electronic scoring. David Ayre to run the raffle. Carole King working on questions. Maximum 13 tables with 6 people on a table with an entry fee of £6 per person. Entrants to bring their own drink and food. Community Shop (Nessie Hunt) will provide entry form and team lists. 6 x chocolate bars for team with best name, team with lowest score – find an alternative to wooden spoons, 6 bottles of wine (3 red + 3 white) for winning team. Jan Oades to be M/C and calling out scores. Ronnie Maidment to produce poster.
- Next Coffee morning planned for 6th February 2025 from 10am to 12pm – Ronnie Maidment to update outside board and website.
- Village Halls Week 17th March 2025 to 21st March 2025. This event to be discussed nearer the time.

11. Hall Share

Next meeting at Umberleigh not until April.

It was commented, at a previous meeting, that banning teenage parties could be construed discriminatory (no further action regarding this comment).

12. Bar stocks

Value £246.03. Some drinks still required for the Ferret Race (beer, coke, lemonade). 3 red wines + 3 white wines required for Quiz night prizes.

13. Website

Request from Peter Worthington, on behalf of WD Community Shop, to explore possibilities of the shop returning to the Community website. The community site is not a secure site and Peter wants to discuss options with James Godfrey (Website Host) about making our website secure.

14. Fire extinguishers, First Aid Kit and Carbon Monoxide Alarm

David Ayre has checked extinguishers and carbon monoxide alarm. Sue Ayre checked the first aid kit.

Fyrex, who carried out our annual fire equipment inspection, found that one of the CO2 extinguishers was emptied; has since been filled.

15. New Committee Members – on-going.

16. Promoting the Parish Hall

New 'folded' promotional leaflet now on display in the Hall.

Nessie Hunt asked if should could have a laminated double-sided leaflet for the Community Shop and Gaynor Isaac asked for a leaflet that could be easily emailed.

17. Any other business

- Michael Lloyd has quoted £660 for grass cutting and 'internal' hedge maintenance – all committee members attending the meeting were in favour of Michael continuing his good work.
- Many thanks to Chris Facey for trimming the roadside hedging.
- Sue Ayre had suggested that the village have another defibrillator located in the canopy area of the Parish Hall. The British Heart Foundation are providing 100% grant funding for a new unit plus consumables such as replacement paddles. Sue and David to make an application.

18. Date of next meeting – 12th February 2025