

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 20<sup>th</sup> November 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, Pippa Stafford, Vanessa Hunt, Di McGahran, Mike Reeves

**1. Apologies for absence:** Ronnie Maidment, Ian Davies

**2. Minutes of Committee Management Meeting** held 16<sup>th</sup> October 2024 were approved.

**3. Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 17<sup>th</sup> November 2024.

Income: £1027.53 (Bookings £477, ND Lottery £20, Pearce - part payment of party damage £200 (£175 outstanding), WDPC ½ annual grant £250, Coffee morning profit £63.10, bank interest £17.43).

Expenditure: £1315.85 (NDC – drinks licence £180, Cleaning £314, British Gas £117.59, Window cleaning £20, LT Architecture plan printing £25, MR Lloyd grass cutting 2024 £600, Misc. kitchen items £59.26).

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

- 19) Old chairs held at Caenbrook Farm are awaiting collection by Chittlehampton village hall – on-going.
- 18) Hall to be decorated on 28<sup>th</sup> November 10.00am – please help if you can. It was mentioned that some new decorations were needed.
- 18) John Stainer to contact Richard Watts about supplying a Christmas tree.
- 6) Party damaged locker – John Stainer has stripped out the old locking mechanism. Currently trying to find a new handle.
- 6) Party damaged snooker table – Terry King sent an email to Tina Pearce asking for the snooker/games table to be removed from the hall. No reply to date. John Stainer to contact the Ilfracombe Menshed to see if they would be interested in stripping down this table for parts.
- 6) Party damaged urinal in gent's toilet – now replaced.
- 6) Party damaged vacuum cleaner – now replaced with new 'like for like' cleaner.
- 6) Party damaged car park lights (2 off) - now repaired by Keith Oades at nil cost.
- 6) Keith Oades has bought new chopping boards for the Hall's use.

**5. Correspondence**

David Ayre had received correspondence from Airband saying that the Hall no longer qualified for having free fibre broadband and that we would have to start paying £27 per month from Feb 2025 onwards. Airband originally said it would support village halls but it was thought that a change to management structure had brought about a policy change. As broadband is an important facility we offer to Hall hirers, there was little we could do but to accept this charge (other service provider are of a similar cost). David Ayre proposed we continue with Airband, seconded by Terry King. All committee member present were in agreement.

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

The local school had booked the hall for their Nativity play and rehearsals.

## 7. Cleaning

Nikki Oggiano has signed the Hall's new cleaning contract and has accepted the proposed 'improved' cleaning rates.

A complaint had been made through the community shop about the lack of clean tea towels and jay cloths at a recent function. It was thought that the lack of tea towels was a timing issue and that they were being cleaned. A check was made during the meeting and there were plenty of clean tea towels available for use. New jay cloths to be purchased.

## 8. Hall Developments and Car Park

- Community Space/Storage extension project – John Stainer, Terry King and Keith Oades had a meeting with Lewis (Architect) and Steve Shaddick. Aspects of the extension build were discussed in particular the roofing. Steve Shaddick will submit an estimate early 2025. Checks to be made to establish if this project will be liable for VAT. Lewis has been paid £25 for printing plans.
- 5 Yearly Electrical Condition Report – David Ayre contacted Allied Westminster who have now confirmed they do not require the Hall to install surge protection devices or AFDD. James Electrical have recommended we install surge protection devices and have quoted £850 to supply and fit. Terry King has received a second quote from Bespoke Electrical Installations for £590. This topic to be included in future fundraising projects. Note - until such time we have surge protection installed it will continue to be shown as a recommendation on any further 5 yearly electrical condition reports.
- NDC Environmental grant – hedging – M Lloyd has planted new perimeter hedging. Michael also removed a buddleia bush and extended the hedging slightly at an additional cost of £160. Di McGahran was concerned about the viability wild seeded area – to be monitored. The Parish Council will claim back original costs of £2640 from NDC but the Parish Hall will have to pay for the additional work (£160).
- NDC Environmental grant - solar battery – Andy Hill of Bespoke Electrical Installations (BEI) has started installation of the solar battery and should finish by 26<sup>th</sup> November. Terry King to sign documentation for the National Grid when BEI have completed them. David Ayre has advised our insurers of the installation. The Parish Council will pay for this work and claim back from NDC.
- Table tennis table donated by Nancy Hutchings is not safe to use. 3 out of 4 safety locking braces are missing and we have not been able to find any replacements. John Stainer to ask the Ilfracombe Menshed if they would be interested in this table.

## 9. CCTV

Cost of CCTV installation had been emailed to all committee member ranging from £1500 (ME Alarms as recommended by James Electrical) and £380 for a system purchased/installed by the Hall. It was decided to take no further action at this moment in time until maybe a funding opportunity arose. Topic to be removed from the meeting agenda.

## 10. Fund Raising

Projects for possible section 106 funding:

Tarmacking of the south facing carparking area – John Stainer to get an estimate from Roger Clarke.

Hall entrance pillar lights – cabling already in position so would just be a case of fitting lights into position and connecting to a power source.

Parish Council to be advised.

## 11. Future Events

- Ferret Race that was arranged for Saturday 23rd November 2024 has been postponed until March 2025 – actual date to be confirmed. Social media has been updated accordingly.

Fortunately, no posters had been put up around the village – a postponement notice to be put on the door to the main entrance to the hall.

- Christmas Fayre arranged for 30<sup>th</sup> November 2024. All arrangement made. Raffle tickets selling very well. Help needed with setting up tables on 29<sup>th</sup> November. Event will start at 1.30am. Volunteers required to manage the ‘duck in the pond stall’ and the ‘£1.00 for everything’ stall – please let Gaynor know if you can help.
- ‘Jose and the Hot Dogs’ evening – no luck with staging this event and as such this will be not be pursued any further.
- Village Quiz booked for 1<sup>st</sup> February 2025. On-going.
- Coffee morning arranged for 7<sup>th</sup> November 2024 went very well – it was suggested that it could have started slightly later. David Ayre and Gaynor Isaac have similar coffee mornings planned for 2<sup>nd</sup> January 2025, 6<sup>th</sup> February 2025 and 6<sup>th</sup> March 2025.
- Village Halls Week 17<sup>th</sup> March 2025 to 21<sup>st</sup> March 2025. This event to be discussed nearer the time.

## **12. Hall Share**

Last meeting at Chittlehamholt on 23<sup>rd</sup> October 2024 was well attended. David Ayre, Terry King and John Stainer represented the WDPH.

## **13. Bar stocks**

Value £246.03. This figure includes purchases for the now delayed Ferret Race.

## **14. Website**

Website maintenance invoice received from James Godfrey and passed on to the Parish Council for settlement.

## **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**

Sample promotional leaflet presented and approved by committee members. OK to go ahead and print 50 leaflets

Note: print run date to be shown on the leaflet.

## **18. Any other business**

Nothing to report

## **19. Date of next meeting – 15<sup>th</sup> January 2025**