

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 12th February 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, Pippa Stafford, Ian Davies

1. Apologies for absence: all committee members present.

2. Minutes of Committee Management Meeting held 15th January 2025 were approved.

3. Treasurer's report:

David Ayre emailed a copy of the balance sheet to all committee members as at 10th February 2025.

Income: £1159.93 (Bookings £527, Quiz Profit £491.95, ND Lottery £20, Pearce - part payment of party damage £50, Coffee morning profit £54.50, bank interest £16.48).

Expenditure: £459.50 (Cleaning £295, Gas boiler service/ inspection £90, EDF Energy £74.50).

David A mentioned that:

- Pearce party damage – balance owed £75
- Latest EDF Energy bill could be reflecting benefits of the recently installed solar battery.
- Accounts were still at the accountants.

4. Matters arising from the Minutes:

- 19) Old chairs held at Caenbrook Farm are awaiting collection by Chittlehampton village hall – on-going.
- 18) New Christmas decorations needed - good time to buy - John Stainer to check out costs.
- 6) Party damaged locker – John Stainer trying to source new handle.
- 6) Party damaged snooker table – disposed of at the local council tip.
- 5) DCC have booked the hall for elections on 1st May 2025.
- 5) Terry King has made an application for discretionary rate relief.
- 17) David Ayre had received M Lloyds (gardener) insurance certificate.
- 17) David and Sue Ayre have applied to the British Heart Foundation for defibrillator grant funding.

5. Correspondence – nil received

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

Nothing significant to report. No new bookings and the school owes approximately £120.

7. Cleaning

Anti-bacterial cleaner for table tops located and available to use.

Cleaning buckets and mops have been marked up with appropriate colour code.

Dymo label about emptying the water tray placed on kitchen wall heater. Ronnie M to put further label on drip tray.

8. Hall Developments and Car Park

- Community Space/Storage extension project – David Ayre, John Stainer, Terry King and Keith Oades have had a building meeting. A large plan of the project had been updated with various notes that will enable Lewis to produce a final plan/building schedule that can be

used for obtaining builder quotes. Builders still to be nominated. John Stainer is investigating a platform lift for disabled access to the rear of the stage.

- Surge Protection – James Electrical to install surge protection devices in March. Dan Gould (JE) will contact Keith Oades direct for a suitable date. Emergency lighting at the back of the stage to be checked out at the same time.
- Solar battery – now fully installed and working. Terry King waiting on Adam Hill (Bespoke Electrical) to provide guarantee and working instructions – a meeting to be arranged for hand over. A phone app is available for monitoring solar panel battery management – we need a committee member with a smartphone to volunteer the use of their phone.
- Table tennis table – to be collected on Friday 14th February 2025. The Hall will receive a £20 donation.
- Blockage to wash basin in the Room 2000 toilet was cleared by Mark Ley at the same time as servicing the Hall's boiler.
- Keith Oades reported a leak around the boiler area in the loft. Whilst the leak appears to have stopped Keith has placed a container in the area just in case it reappears.

9. Fund Raising

- John Stainer trying to contact DCS to get a quote for tarmacking the 'gravelled' car parking area. Mike Reeves asked for costs to be submitted as soon as possible.
- Terry King sent details of recent and proposed Hall projects to Lorna Jones.
- Hall entrance pillar lights – David Maidment had received a quote from James Electrical for entrance pillar lighting that was circulated to all committee members. Terry King was concerned that the type of lighting proposed was not sufficient for lighting up the wall on the left-hand side when exiting the car park. Keith Oades has repaired and improved damaged solar pillar lights (now with stronger stakes) that had been used previously. Keith and Ian Davies will install. To be discussed at our next meeting. Mike Reeves mentioned that Community District Councillor grant funding may be available in the near future.

10. Future Events

- Ferret Race re-arranged for 1st March. Set up time 6.00pm. All 9 races have been sponsored and 39 of the 42 ferrets have been 'sold'. Barry Scobling to auction ferrets and races. David Ayre to run the raffle with the help of Terry and Carole King who will be at the door. Gaynor Isaac and Gill will provide hot dogs and crisps. Dave and Ronnie Maidment will operate the bar (some drink still required). Tote to be run by Di McGahran. Public address Mike Reeves. Publicity on website and social media. Ronnie Maidment to send copy of revised poster to John Stainer for approval. Once approved David Maidment will post around village (including school).
- Village Quiz (with a difference) held 1st Feb 2025 – very good feedback from people who took part in the quiz. Terry wondered if it went on too late? Many thanks to Carole King and Jan Oades for their help.
- Next Coffee morning planned for 6th March 2025 from 10am to 12pm. Advertised on community website events page.
- Village Halls' Week 17th March 2025 to 21st March 2025. It was agreed to stage a cheese and wine evening on Tuesday 18th March 2025 from 7.00pm to 9.00pm. Invite to be given to local organisations. Light music and games to be arranged (ideas please from committee members). Planning meeting to take place on 12th March (at the same time as our next committee meeting).
- VE day coffee morning to be held on 8th May 2025 – details to be discussed in due course.

11. Hall Share

Next meeting at Umberleigh in April.

12. Bar stocks

Value £211.89 after Quiz Night. Some drinks still required for the Ferret Race (wine, beer, coke, lemonade).

13. Website

Peter Worthington trying to contact James Godfrey about making the Community Website secure.

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

David Ayre to check after tonight's meeting

15. New Committee Members – on-going.

16. Promoting the Parish Hall

The Hall leaflet is available for the shop (Nessie H), for emailing (Gaynor I) and as a foldable leaflet.

Foldable leaflets to be available for the Village Halls' event in March. The community shop will be sending a newsletter to villagers in the next few weeks – Terry King will print out 200 double sided leaflets to go out with this newsletter. Ronnie M to email Terry a suitable file. These leaflets to show latest prices effective 1st April 2025.

17. Any other business – none.

18. Date of next meeting – 12th March 2025.