

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 12th March 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, Di McGahran, Mike Reeves, Ronnie Maidment, Ian Davies

1. Apologies for absence: Vanessa Hunt, Pippa Stafford

2. Minutes of Committee Management Meeting held 12th February 2025 were approved.

3. Treasurer's report:

David Ayre emailed a copy of the balance sheet to all committee members as at 11th March 2025.

Income: £763.09 (Bookings £409, Good Energy £148.55, ND Lottery £21.50, Pearce - final payment of party damage £125, Table Tennis Table donation £20, Old Parish Hall Chairs donation £25, bank interest £14.04).

Expenditure: £719.43 (Cleaning £360, Window Cleaning £20, British Gas 281.06, EDF Energy £58.37).

David A mentioned that:

- Pearce party damage – all monies owed have been repaid.
- Latest electricity bill is significantly down – recently installed solar storage battery paying dividends.
- Accounts awaiting signing off were still at the accountants.

4. Matters arising from the Minutes:

- 19) Old chairs held at Caenbrook Farm have now been collected by Chittlehampton Village Hall.
- 6) Party damaged locker – John Stainer trying to source new handle -on-going.
- 17) Unfortunately, David and Sue Ayre's application to the British Heart Foundation for defibrillator grant funding was turned down. Other funding opportunities to be sought.

5. Correspondence – Terry King received an email from Sarah Whitby on 11th March about a Scarecrow Trail to be held in June 2025 – see future events.

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

School has cleared their outstanding balance of £120.

Bookings slightly down but shows signs of picking up.

We need a 'stand in' booking clerk for when Keith Oades goes to Australia in April.

7. Cleaning

Sue Squire had complained to David Maidment that there was a horrible smell coming from the dishwasher at a recent event. This was due to the dishwasher not being emptied correctly and the water going stagnant. Keith Oades is now running an empty 'cleaning' wash once a month.

8. Hall Developments and Car Park

- Community Space/Storage extension project – awaiting final plan/building schedule from Lewis (architect) that can be used for obtaining builder quotes. Builders still to be nominated and funding opportunities to be sought (approach funding sources that helped

build the new toilet facilities). John Stainer to contact Steve Shaddick to find out where this project stands regarding VAT.

- Surge Protection – James Electrical to install surge protection devices in March.
- Solar battery – now fully installed and working: from recent electricity bills we seem to be benefitting from reduced costs. Terry King will be meeting with Andy Hill (Bespoke Electrical) on 18th March at 10am. Require guarantee and working instructions. A phone app is available for monitoring solar panel battery management – David Ayre has volunteered the use of his smartphone.
- Table tennis table - £20 donation received and the table has been removed from the Hall.

9. Fund Raising

- John Stainer has received a quote from DCS to tarmac the gravelled car parking area. Costs quoted ranged from £25,511 to £32,989. Quote passed on to WDPC who will pass it on the Devon District Council for section 106 consideration.
- Hall entrance pillar lights – Keith and Ian have installed repaired/improved solar pillar lights and they appear to be working effectively. No further action required.

10. Future Events

- Ferret Race - Thanks to John Stainer and all those committee members who yet again delivered another successful fund-raising evening. Whilst it was not as busy as previous years, we still managed to raise a total of £868.18 (£73.22 down on last year). This was an event that was postponed from November 2024. It was agreed that the next Ferret Race will be held on 1st November 2025.
- VE day coffee morning to be held on 8th May 2025 to include games. Gaynor Isaac has flags and bunting – finer details to be discussed nearer the time.
- Village Halls' Week - Cheese and Wine evening on Tuesday 18th March 2025 from 7.00pm. Set up time 6.00pm. Invites given to Gardening Club, WI, Hall Share, Devon Communities Together, School PTA. Customers to be charged £5 that will include a glass of wine, cheese and quiz sheets about cheese and wine (Mike Reeves is the Quiz Master). Additional wine will be £3 a glass. Non-alcoholic wine (same price) to be supplied by the WDSCS (Nessie Hunt) at cost price. David Ayre to run the raffle that will include prizes and a £10 WDSCS voucher. Advertising board to be updated. Action: Ronnie Maidment.
- Village Fete and Dog Show Saturday 5th July. Parish Hall to have a tombola stand.
- Scarecrow Trail end of June (full details to follow). It was agreed that the Parish Hall would take part in this event. Gaynor Isaac to make the Hall's scarecrow.
- Gaynor Isaac suggested a table top sale in the hall and to start making arrangements for the Christmas Fair.

11. Hall Share

Next meeting at Umberleigh on 10th April. Please let David Ayre know if you would like to attend.

12. Bar stocks

Value £250.96 after Ferret race,

13. Website

Peter Worthington trying to contact James Godfrey about making the Community Website secure – on-going.

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

Promotional leaflet – hire charges need to be updated with latest prices effective 1st April 2025.

Action: Ronnie Maidment

17. Any other business – John Stainer commented that the tree next to the telegraph pole may need pruning – John S to ask M Lloyd for a quote.

18. Date of next meeting – Wednesday 23rd April 2025.

Meeting finished 8.20pm