

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 13th August 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), Di McGahran, Vanessa Hunt, Gaynor Isaac, Ian Davis

1. **Apologies for absence:** Mike Reeves, Pippa Stafford, Ronnie Maidment
2. **Minutes of Committee Management Meeting** held on 11th August 2025 were approved.

3. **Treasurer's report:**

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

Income: £1132.05 (Bookings £737.00, Tennis Cream Teas £162.88, Village Fayre Tombola £124.00, 2 months NDL £56.00, Website fees £25.00, bank interest £27.17).

Expenditure: £892.52 (Cleaning 2 months £650.00, Window Cleaning £20, Airband 2 months £54.00, DCT subs £50.00, SW Water £90.60, EDF Energy £27.92).

David mentioned that bookings were down a bit. The Quilters Group has now folded and we will lose income of around £600 p.a.

The Hall has seen a significant reduction in electricity costs since the installation of the solar battery.

Signed off accounts have now been received from Westcotts (accountants).

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

- 17) David and Sue Ayre are looking to find grant funding for a defibrillator – Lorna Jones had suggested Fullabrook CIC however this may compromise any applications in the near future (i.e. the community space/ storage extension project.). John Stainer suggested contacting Ilfracombe Round Table (John to confirm contact details). This application is for the village and not for the Parish Hall.
- 17) Pruning tree next to the telegraph pole to take place in October and will be carried out by a work party from the Hall.
- 17) The management committee had asked David Maidment to write to Ben and Kerri Nias confirming that the access point from their garden into the Hall's car park was only temporary and that should they leave their property the boundary wall would need to be reinstated. A letter, dated 5th August 2025 and approved by the committee, was delivered to the Nias's by hand on 6th August 2025. No response received to date.

5. **Correspondence** - none received.

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

Keith Oades reported that bookings were slow but there seems to be some interest shown by Pilates and Yoga groups. Keith has been offering sessions at £10 for the first 6 weeks increasing to £15/£20 per session thereafter.

Skern Training have started to use our facilities on a regular basis.

Suggestion made to have some roadside signage (see 16) promoting the Parish Hall.

David Ayre reported that we are now listed on the Devon Connect.

Keith Oades mentioned that organisations within the village were considering using the Hall facilities for a dog show.

7. Cleaning

Keith Oades has asked for a cleaning party to carry out a deep clean of the kitchen area including contents. This will take place on 21st August at 2.00pm. Ian Davies to purchase 2 x oven cleaning kits, rubber gloves, cling film and sponges. Please help out if you can.

8. Hall Developments (including car park)

Community Space/Storage extension project

Waiting on final plan/building schedule from Lewis Smith (architect). John Stainer has been trying unsuccessfully to contact Lewis. Will now try via his parents.

A questionnaire has been produced asking the village community for their opinions regarding this project. The questionnaire was available for the recent village fayre on the Parish Hall stand but there was little response.

Questionnaire to be sent to village groups/organisation in September.

Solar Battery

Good Energy has confirmed receipt of our schematic for our solar battery installation

9. Fund Raising

No plans at the moment apart for fund raising for the Community Space/ Storage Extension.

10. Future Events

- Monthly coffee mornings (Chatty Café) to be held on 2nd October, 6 November and 4th December. Times between 10am and 12am. Charge £3.00 which includes tea/coffee, biscuits and a raffle ticket. It was suggested we design a QR code for donations to the Parish Hall.
- Ferret race arranged for 1st November 2025 – John Stainer is currently making arrangements for this event.
- Gaynor Isaac suggested a table top sale in the hall and to start making arrangements for the Christmas Fair – on-going.
- Cybercrime Awareness – Devon and Cornwall Police are offering a 50-minute presentation. Suggested date 22nd September to be confirmed. Free entry but we need a minimum of 10 people to attend and we are allowed to sell tea and coffee.

11. Hall Share

Next Hall share meeting will be at Chittlehampton on 9th October 2025 7.00pm.

David Ayre will be taking over as 'Facilitator' for this community hall support organisation.

12. Bar stocks

Value £158.27.

13. Website

Awaiting on response from Amy Batstone regarding revamp of the current village website.

14. Fire extinguishers, First Aid and Carbon Monoxide alarms

David Ayre carried out monthly check prior to tonight's meeting – no issues to report.

15. New Committee Members – on-going.

16. Promoting the Parish Hall

Suggestion made to have some roadside signage produced to make people aware that the Hall is available for hire. This would be a basic sign with maybe a picture of the Hall along with contact details – ideas please for our next meeting in September.

17. Leaky Wall

This subject was discussed at length and it was felt that suggestions made by Stuart would not actually guarantee a resolution of the problem.

Whilst sympathetic, the management committee considered that we are not responsible for water running into Stewart Bryants property.

The area concerned has always been a car park albeit previously with a grassed surface. The top surface was changed to accommodate a number of vehicles associated with the building of the Lower Broad Park Estate and was done with Stuart's full knowledge and help.

John Stainer to write a brief letter to Stuart Bryant confirming our viewpoint (i.e. not being responsible).

18. Any Other Business

David Ayre commented on the following:

- Back fire door hinge requires attention. Bottom of the door frame is rotten and Terry King will get Nathen Hammet to repair it.
- Pathway slabs running down the side of the kitchen were very slippery – Ian Davis offered to jet wash this area.
- Michael Lloyd (gardener) has resigned from cutting the hall's grassed areas. Duncan Beardmore (who has public liability) has offered to complete the remaining months up to and including December of the cutting contract. Thereafter we will need to put this contract out for tender as Duncan is moving. Tom Barnett was mentioned as a possible replacement.

19. Date of next meeting – Wednesday 24th September 2025.

Meeting finished 9.05pm