

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 18th June 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, Mike Reeves, Ronnie Maidment, Pippa Stafford, Vanessa Hunt, Gaynor Isaac

Guest – Stuart Bryant (see AOB)

1. Apologies for absence: Ian Davies

2. Minutes of Committee Management Meeting held on 23rd April 2025 were approved.

3. Treasurer's report:

David Ayre emailed a copy of the balance sheet to all committee members as at 17th June 2025.
Income: £1983.14 (Bookings £1189, VE Day Coffee Morning £105.61, ND Lottery £56.50, WDPC ½ year grant £385, bank interest £27.98).

Expenditure: £1525.18 (Cleaning 2 months Window Cleaning £20, Airband 4 months £108, B Gas £322.72, Flowers £12, Toilet Rolls £21.20, Lottery Licence £20, TV Licence £174.50, Accountants £222, EDF Energy £64.76).

Accounts now received for Westcotts (accountants) and will be 'signed off' after tonight's meeting.

4. Matters arising from the Minutes:

6) Party damaged locker – John Stainer has been unable to find a new handle. It was decided to continue using this locker 'as is' without being able to lock it.

17) David and Sue Ayre are looking to find grant funding for a defibrillator – on-going.

17) Pruning tree next to the telegraph pole to be deferred till October and will be carried out by a work party from the Hall.

5. Correspondence

- Terry King had received confirmation from NDC that his application for discretionary rate relief had been granted. This rate relief saved the hall £2500.
- Terry K had received a thankyou letter dated 5th June from Jan Oades for the flowers she received from the Hall for covering booking clerk duties whilst Keith Oades had been holidaying in Australia.
- Terry K had received a thank you letter dated 8th May from Jan Oades thanking all those who took part in staging the very successful 8th May VE Day celebrations.
- Terry King had received an email from Amy Batstone dated 27th May regarding a new electricity supply contract between the Community Park and Yu-Energy: she wondered whether a similar agreement might be beneficial for the Hall. The Halls electricity contract is up for renewal in March 2026.
- David Maidment had received an email from Amy Batstone dated 12th June regarding the community website (see topic headed **Website**).

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

Keith Oades reported that bookings were slow.

It was considered that we had the right facilities for business hire (good internet speeds, sound system, projector, fully equipped kitchen and car parking). A number of local village halls charge

extra for these services whereas they are included in our hire charges which makes WDPH competitive.

David Ayre to pursue at the next Hall Share meeting.

7. Cleaning – nothing to report.

8. Hall Developments and Car Park

- Community Space/Storage extension project – still awaiting final plan/building schedule from Lewis (architect) who has been particularly busy with other business. Whilst waiting for these plans Terry King felt this gave the committee an opportunity to complete some back ground work that will help when applying for grant funding. Terry proposed we create a questionnaire, similar to one presented to the National Lottery in 2014 that raised money for our new toilet facilities. This questionnaire can be offered to villagers at events/ functions and to regular Hall users (School, WI, Quilters). David Ayre to produce a draft copy for approval. To be in place for the Village Fete that is being held on the 5th July.
- Solar battery – Good Energy have requested a schematic diagram of our solar battery equipment.

9. Fund Raising – Terry King had targeted the Cloth Makers Foundation, the Creative Foundation Fund and North Devon Councils Builder 106 Fund as possible funding opportunities.

10. Future Events

- VE day coffee morning held on 8th May 2025 was well attended and received many compliments. Monthly 'warm space' coffee mornings to start again in September and run throughout the Winter months.
- Village Fete and Dog Show Saturday 5th July. We have an event shelter for the tombola. Gaynor Isaac had a number of very nice artificial flower arrangements that can be sold at our stand. We are waiting to hear from the Village Fete committee if they need to borrow the Halls drinking glasses.
- Scarecrow Trail to start 28th June 2025 and come to a conclusion at the Village Fayre on the 5th July 2025. Gaynor Isaac has made the Hall's scarecrow and it will be placed on the bench situated outside Room 2000. This entry has been registered and paid for by Carole King (many thanks Carole)
- Wimbledon men's singles 'finals' day falls on Sunday 13th July 2025 – Information from last year's event = Set up 10am, doors open 1.00pm, prices: Devon Cream Teas £4.95, Strawberries and Cream £2.95, glass of Prosecco £3.00. Turn on fridge early and stock up with Prosecco. David M and Keith O to set up live streaming of the tennis.
- Ferret race arranged for 1st November 2025.
- Gaynor Isaac suggested a table top sale in the hall and to start making arrangements for the Christmas Fair – on-going.

11. Hall Share

Next meeting at Instow on 8th July 2025. Please let David Ayre know if you want to attend.

12. Bar stocks

Value £190.15

13. Website

Amy Batstone emailed David Maidment on 12th June about embedding a village wide 'google' calendar within the community website that could be accessed by various organisation within

the community. David M considered this was a good idea and felt something could be done. Amy B has been asked to nominate someone to discuss this matter further. David M felt the website needs to evolve and improve on the current 10-year-old format: Amy B had mentioned that there were suitable people with the necessary skills living in the village who could produce/ manage a new website.

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

David Ayre to check after tonight's meeting.

15. New Committee Members – Mike Reeves (Chairman of the West Down Parish Council) was aware that the council should have two representative sitting on the Hall management committee (currently only one – Mike R). Parish Councillors have been very busy of late but it is their intention have a second representative when time allows.

16. Promoting the Parish Hall

At the Hall share meeting at Umberleigh on 10th April the DCT agreed to advise on ways to hire out Halls to the business community – on-going.

17. Any other business

- In March 2022 the Parish Hall Committee was approached by our neighbour, Ben Nias, about having a gated entrance into the Halls car park which would provide a safe route for his children to Ilfracombe Hill Road (instead of using Dean Lane) when going to the village school. A villager had mentioned that we had no right to grant this access (although we are happy that we do have the right) and was encouraging children to play in the Halls car park and was being used by visitors to the Nias household. The committee asked David Maidment to write to Ben and explain to him that this informal agreement was not transferable and that should he and his family move the access gate must be removed and the boundary wall/ fence made good. Mike Reeves commented that if this access point is in existence for 20 years it would/ could become a right of way (by way of an easement): this scenario would not be acceptable to the Parish Hall
- Stuart Bryant contacted Terry King about an issue with the car park that was created by Acorn Development for their use whilst building the Lower Broad Park development. Stuart attended this evening committee meeting to explain his position. He considered that the car park had compacted over a period of time and is causing silty rain water to seep into his property especially so when there is a downpour. Whilst a soakaway had been installed to resolve this problem Stuart felt the materials used were not correct and that it was too near to his perimeter wall. Stuart, who is a builder, felt that a new soakaway, installed towards the centre of the car parking area, would resolve the issue and would not be expensive to install. The committee gave Stuart the ok to arrange a 'three-way' meeting with Roger Clarke (local contractor living in the village) who has the necessary experience to advise on such matters. This 'three-way' meeting would include Stuart B, Roger C and nominated members from the WDPH Management Committee. No mention of responsibility/ apportioning of cost was discussed.

18. Date of next meeting – Wednesday 13th August 2025.

Meeting finished 8.53pm