

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 23rd April 2025
7.00pm at the Parish Hall

Present: Terry King (Chairman), David Ayre (Treasurer), David Maidment (Secretary), Di McGahran, Mike Reeves, Ronnie Maidment, Pippa Stafford

1. **Apologies for absence:** Vanessa Hunt, Ian Davies, John Stainer, Keith Oades, Gaynor Isaac.
2. **Minutes of Committee Management Meeting** held on 12th March 2025 were approved.
3. **Treasurer's report:**
David Ayre emailed a copy of the balance sheet to all committee members as at 21st April 2025.
Income: £1461.81 (Bookings £344, Ferret Race £868.18, Cheese & Wine £200.57, ND Lottery £32.50, donation £1.00, bank interest £15.56).
Expenditure: £1224.53 (Cleaning £295, SW Water £45.41, James Electrics £780, EDF Energy £104.12).
Accounts awaiting signing off were still at the accountants.
4. **Matters arising from the Minutes:**
 - 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.
 - 17) John Stainer to contact Michael Lloyd about pruning tree next to the telegraph pole.
5. **Correspondence** – none received.
6. **Booking Clerk Report (inc. attracting new hall users)**
Many thanks to Jan Oades for standing in for Keith whilst he is holidaying in Australia. David Ayre to arrange for some flowers as a token of the committee's appreciation.
It was mentioned that when a hall user tried to use one of the cookers this caused a trip switch to activate. To be monitored on future cooker use (maybe something to do with the new surge protection device that has recently been installed – we have never had this type of problem before).
7. **Cleaning** – nothing to report.
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.
It was agreed this project was needed as we had run out of storage space. The WI and the Ladies Quilters are now asking if we could provide more storage.
 - Surge Protection – James Electrical installed surge protection devices in March and their invoice has been paid.
 - Solar battery – operating app installed on David Ayre's and Mike Reeve's phones.

9. Fund Raising – awaiting costs for community space/storage extension project.

10. Future Events

- VE day coffee morning to be held on 8th May 2025. Gaynor Isaac has flags and bunting – This event will be run on the lines of the winter coffee mornings. Start 10am and finish 12pm. Possible use projector/screen to stream any media celebrations.
- Village Fete and Dog Show Saturday 5th July. Parish Hall to have a tombola stand. Jonathan Quaile (WDCS) has asked if the shop could borrow the halls glasses – approved by all committee member present. Terry King to do a stock check after tonight's meeting.
- Scarecrow Trail to start 28th June 2025 and come to a conclusion at the Village Fayre on the 5th July 2025. It was agreed that the Parish Hall would take part in this event. Gaynor Isaac to make the Hall's scarecrow.
- Wimbledon men's singles final day 12th July 2025 – stream live tennis and provide strawberries and cream as per last year.
- 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

Meeting at Umberleigh on 10th April was very interesting as they had installed the latest in sound and vision facilities costing some £20k paid for through grant funding.

Next meeting at Instow on 8th July 2025 and thereafter at Chittlehampton in October 2025.

12. Bar stocks

Value £190.15 after Cheese and Wine evening.

13. Website

Pete 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

It was mentioned at the Umberleigh Hall Share meeting in April that halls should be attracting business use as a source of income – DCT to advise.

17. Any other business – none

18. Date of next meeting – Wednesday 18th June 2025.

Meeting finished 7.55pm