

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 24th September 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, Gaynor Isaac, Mike Reeves, Pippa Stafford, Ronnie Maidment

1. **Apologies for absence:** Vanessa Hunt, Ian Davis
2. **Minutes of Committee Management Meeting** held on 13th August 2025 were approved.
3. **Treasurer's report:**
David Ayre emailed a copy of the balance sheet to all committee members as at 22nd September 2025.
Income: £1773.41 (Bookings £370.00, Solar Panels £365.71, Wayleave £11.92, NDL £23.50, Ilfracombe Round Table £990, bank interest £12.28).
Expenditure: £2228.77 (Cleaning £250, Window Cleaning £20, Airband £27, Defibrillator £1247.40, Gas £115.48, Grass Cutting £459, Cleaning materials £30.90, Stationary £9.99, Miscellaneous £13, Electricity £56).

David advised that he had received a renewal notice for the Hall insurance policy costing £1399.75. Whilst the cost has increased by £48 the contents listing now includes the new solar panel battery storage unit. David will need to advise our insurers about the recent defibrillator purchase.

The Parish Council grant is currently available – applications must be in by 20th October. David Ayre will apply for grant funding to cover grass cutting, TV Licence and paediatric paddles for the new defibrillator.

4. **Matters arising from the Minutes:**
 - 17) With generous help from the Ilfracombe Round Table we have been able to purchase a second defibrillator for the village and will be installed at the Parish Hall. Many thanks to David and Sue Ayre for their efforts in securing this funding.
 - 17) Pruning the tree next to the telegraph pole to take place in October and will be carried out by a work party from the Hall.
 - 17) David Maidment wrote to Ben and Kerri Nias on 5th August about the temporary access point from their garden to the Hall's car park and that should they leave their property, the boundary wall would need to be reinstated. Ben Nias cordially replied on the 9th August acceding to our terms of this temporary access.
 - 18) Nathan Hammet will be repairing the rear fire door on 4th October.
 - 18) Pathway slabs running down the side of the kitchen have been cleaned – many thanks to Ian Davis for his help.
5. **Correspondence** – letter received from Ben Nias – see above 4.17
6. **Bookings Clerk Report (inc. attracting new hall users)**
 - Keith Oades reported that he had received three (possibly four) new regular bookings for yoga and Pilates. Initially these hires were charged at £10 per session to help classes get established. Some of these have now got established and are being charged £20 per session.
 - Skern training is now a regular hire.

- We have been contacted by a Mark Carey (actor and playwright) who tours a one man show called 'Into the breach'. He would like to perform at the Parish Hall based on a 70/30 split of tickets sold (so no hire charge as such). The committee felt that there was little to lose and were happy to accept a booking on this basis. Maybe we could open the bar?
- Vanessa Hunt has kindly volunteered to cover Keith's Booking Clerk duties whilst he is away on holiday from 26th September to 8th October.

7. Cleaning

Keith Oades thanked all committee members who helped with the Kitchen's deep clean last month.

David Maidment to arrange for the dishwasher to be serviced.

8. Hall Developments (including car park)

Community Space/Storage extension project

Lewis Smith (architect) has been very busy with personal commitments. He has now provided plans and a building schedule for this project; however, these will need to be carefully checked over and amended where necessary. Unfortunately, the print type used is very small (almost illegible) and as such will need to be enlarged – Kingsley Print may be able to help although a cost will be incurred.

9. Fund Raising

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

10. Future Events

- West Down Chatty Cafe Morning to be held on 2nd October. Time between 10am and 12pm (set up 9am). Charge £3.00 which includes tea/coffee, biscuits and a raffle ticket. David Ayre has a QR code for donations to the Parish Hall.
- West Down Chatty Cafe Morning 6th November and 4th December – format as above.
- Ferret race arranged for 1st November 2025 and will be run on the same format as in March of this year – John Stainer has been contacting sponsors.
- Christmas Fair arranged for 29th November – advertising in hand (social media). Ronnie Maidment to update community website. Helpers to be arranged.
- Cybercrime Awareness presentation made by Devon and Cornwall Police on 22nd September was very interesting. Attended by 24 people and the Hall made £27 from sale of tea and coffee.
- Village Quiz to be arranged for January 2026 – Carole King will be the Quizmaster.

11. Hall Share

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

12. Bar stocks

Value £158.27.

13. Website

Still no response from Amy Batstone regarding revamp of the current village website.

Peter Worthington has been in touch with Carole King. Mike Reeves suggested that Peter W should present his ideas about a new website (secure and mobile friendly) to the Parish Hall committee.

Whilst the Parish Hall is not the owner of the Community website, they are the current custodian. The committee were in agreement that the website needs to evolve to meet the community's needs for information.

David Ayre to send a Devon Connect 'link' for Ronnie Maidment to add to Community website.

14. Fire extinguishers, First Aid and Carbon Monoxide alarms

David Ayre to carry out monthly check after tonight's meeting.

15. New Committee Members – on-going.

16. Promoting the Parish Hall

It was decided to abandon the idea of roadside signage (problems with reading the sign when possibly driving and finding a long-term location for any such sign).

A number of committee members commented that the outside notice board was very old and should be replaced. As a replacement could be costly grant funding may be need.

17. Leaky Wall

John Stainer wrote to Mr S Bryant on 25th August 2025 stating that the Hall was not responsible for any water ingress into his property.

To date we have not received a response.

18. Any Other Business - Nil

19. Date of next meeting – Wednesday 22nd October 2025

Meeting finished 8.35pm