

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Thursday 15th January 2026

Present: Terry King (Chairman), John Stainer (Vice Chair), David Ayre (Treasurer), David Maidment (Secretary), Mike Reeves, Vanessa Hunt, Ronnie Maidment.

1. **Apologies for absence:** Ian Davis, Di McGahran, Gaynor Isaac, Keith Oades, Pippa Stafford.

2. **Minutes of Committee Management Meeting** held on 19th November 2025 were approved.

3. **Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 5th January 2026 and 14th January 2026 along with income and expenditure since our last committee meeting.

Income: £2041.57 (Bookings £726.00, 4th December Coffee morning £90, Solar Panels £334.68, Christmas Fayre £774.94, NDL £42.50, Website fees £50, bank interest £23.45).

Expenditure: £1521.31 (Cleaning £795, Airband £54, Window Cleaning £20, B Gas £65, Christmas decorations £122.98, Fire equipment inspection £95.34, Child defibrillator pads £149.94, Electricity £124.65, Advertising banner £23.57, Miscellaneous £70.83).

David commented that bookings were good as was income from our solar panels. A special thanks to Gaynor Isaac for arranging another successful Christmas Fayre. Cost of the children's defibrillator pads was being covered by grant funding.

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

- 17) Pruning the tree next to the telegraph pole delayed awaiting nicer weather – on-going.
- 18) Repaired rear fire door will need painting – action David Maidment and Keith Oades.
- 18) Water leak around water meter area has now been repaired and David Ayre has completed a leakage claim. Our account is on hold until 15th Jan 2026 now extended to 27th January
- 17) Ben Nias (neighbour) reported seeing one of our gutters overflowing – on inspection a tennis ball was found blocking the down pipe which was removed and all is working correctly.
- 17) David Ayre emailed all committee members about redundant items stored at the back of the hall – all items now removed. We are left with two traffic cones which the Hall will keep.
- 17) Mike Reeves – the 'movable' speed sign has been working in two positions (Dean Lane and by the school). Andrea Davis and a Highways Officer are to visit the proposed third position (splay by the Hall's entrance) for approval.
- 17) A notice has been placed on heater boiler instructing that the top-up valves are left in an open position.

5. **Correspondence** – Terry King had received an invitation from North Devon Council to apply for discretionary rate relief. Terry has completed the relevant form and returned to NDC via the post.

6. **Bookings Clerk Report (inc. attracting new hall users)** – as Keith Oades (Booking Clerk) was not present there is nothing to report.

7. Cleaning

Dishwasher operating instructions now updated to show that only one tray can be used at a time.

8. Hall Developments (including car park)

- Community Space/Storage extension project

Lewis Smith (architect) has updated plans/ schedule of works to a level that we can now approach prospective builders for quotes.

Three builders were suggested – Nathan Hammet (local and known to the committee), Steve Shadwick (known and built our new toilet block) and Devon Build (Tina Pearce known local builder). All enquiries to be directed through John Stainer,

- Hall hire sign ordered, received and in position at the entrance to the Hall – many thanks to David Ayre.
- It was decided the most cost effective method of replacing the current notice board is to have the existing board fully refurbished. Nathan Hammet has quoted £216 to make a new treated wooden cabinet, new post would be £50 to £100. New aluminium tracks and aluminium door frames to be costed.

David Ayre had contacted Malcolm Wilkinson (District Councillor) who confirmed there was no funding available in this year 2025-26 budget but will support the project sometime after April 2026.

9. Fund Raising

To start in earnest once building quotes have been received for the Community Space/Storage extension project.

John Stainer felt that compiling a portfolio of events (stage related) to be shown to possible grant funders might help with our applications.

10. Future Events

- West Down Chatty Café Mornings – only 15 customers came to the coffee morning on 15th January 2026 whereas 30 attended on the 4th December 2025. Two more coffee mornings planned for 5th February 2026 and 5th March 2026.
- Many thanks to Gaynor Isaac and her 'helpers' for arranging another successful Christmas Fair on 29th November 2025.
- Village Quiz arranged for Saturday 31st January 2026 – Carole King (Quizmaster) is currently working on the questions. Advertising is on social media and the community website and posters have been put up around the village. Application forms are available in the shop. It was agreed there would be a slight change to the format of the quiz in that Jan Oades will collect answer sheets from each table and read out the scores at the front of the Hall. David Ayre will run the raffle and prizes have already been sourced. The following Quiz prizes are to be bought from the Community Shop – 6 x bottles of wine for the winning table, 6 x bars of chocolate for the best team name and 6 x lemons for the lowest score.
- The Village Pantomime in February 2026 is being held for the benefit of the Community Shop. Di McGahran asked if the Hall would like to put on refreshment but it wasn't a problem if we didn't as she could make arrangement through her own contacts. It was decided that we treat this as a normal booking through the Booking Clerk and not as an event for the Hall and would not be putting on refreshments. Vanessa Hunt to advise Di.
- Mark Carey will be performing his 'one man' play on 4th April 2026.
- John Stainer has arranged this year's Ferret Race for 7th November 2026.

11. Hall Share

Next meeting will be in April 2026 at Filleigh Village Hall.

12. Bar stocks

David Maidment emailed all committee members showing current bar stocks. There were a number of items that were either out of date or nearing out of date and David asked if any committee members might like to make an offer for them. Cider, diet coke, tonic and orange/apple juice were sold with lemonade and orange/apple juice being wasted.

Stock valuation now £181.61.

13. Website

Nothing to report. David Ayre mentioned that Trimstone Manor and Pipcott Campsite had paid their website fees - £25 each.

14. Fire extinguishers, First Aid and Carbon Monoxide alarms

David Ayre made a check before tonight's meeting and all was ok.

David mentioned that Firex had carried out the annual extinguisher inspection on and that Keith Oades had run-down and re-booted the emergency lighting without any issues.

15. New Committee Members – on-going

16. Promoting the Parish Hall

Terry King had contacted Malcolm Wilkinson (NDC) to ask if there were any council publications where we could advertise the Hall. Malcolm was not aware of anything but will pass the question on to Bev Triggs.

Nessie Hunt mentioned there was a new community magazine, Rural Reach, which may be of interest.

17. Any Other Business

- David Ayre - Ali Worth's family donated a small snooker table to the Hall a number of years ago. It has never been used and she asked for its return. All committee members present were in agreement.
- David Ayre - Village Halls Week 16th March to 22nd March.
- David Ayre – Grass cutting – Duncan, who completed Decembers cut, has now left the village. David has spoken with Tom Barnett (from the village) who has expressed an interest. David will meet with Tom and ask him to quote.
- David Ayre – a number of vehicles (not Hall customers) are regularly using the Hall's car park and have on occasions been in the way of fee-paying events. It was suggested closing the car park at opportune times (having first given notice) and 'chain off' the entrance. This hopefully will dissuade any casual parking.
- David Ayre – requested that our next meeting agenda should include the removal of the automatic door closer from the lobby to the Hall and replace with a standard door closer.

18. Date of next meeting – Wednesday 25th February 2026.

Meeting finished 8.45pm.