

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 19<sup>th</sup> November 2025  
held immediately after AGM

**Present:** Terry King (Chairman), John Stainer (Vice Chair), David Ayre (Treasurer), Keith Oades (Booking Clerk), David Maidment (Secretary), Mike Reeves, Gaynor Isaac, Vanessa Hunt, Pippa Stafford, Di McGahran, Ronnie Maidment.

**1. Apologies for absence:** Ian Davis.

**2. Minutes of Committee Management Meeting** held on 22<sup>nd</sup> October 2025 were approved.

**3. Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 17<sup>th</sup> November 2025.

Income: £1550.10 (Bookings £596.00, Ferret Race £850.89, 6<sup>th</sup> Nov Coffee morning £74, NDL £16.50, bank interest £12.71).

Expenditure: £937.07 (Cleaning £340, Airband £27, Window Cleaning £20, B Gas £65, Cleaning materials £134.07, Grass cutting £171, NDC Premises Licence £180).

David commented that bookings were going OK with thanks to John Stainer for another successful Ferret Race and was pleased with the response to our Chatty Café coffee mornings.

Year end accounts being sent to Westcotts (accountants) tomorrow.

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

- 17) No response from Ilfracombe Round Table regarding our invitation – to be removed from minutes.
- 17) Pruning the tree next to the telegraph pole delayed awaiting nicer weather – on-going.
- 18) Repaired rear fire door will need painting – David Maidment and Keith Oades to sort.
- 18) Water leak around water meter area looks as though it is persisting. South West Water are aware and marked the area with blue marker paint (that has washed away). Area may have to be dug up – on-going.

**5. Correspondence – nil.**

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

Keith Oades reported as follows

- Increase in Hall hires from outside the village.
- New Hall hirers coming through recommendations
- NHS have started hiring again.

Terry King commented that at the recent Shop Quiz that required gangways for Fire regulations were not being observed – Keith O to advise hirers.

**7. Cleaning**

- Keith Oades and David Maidment had cleared up the cleaning cupboard and bacterial sprays were now available.
- Dishwasher operating instructions to be 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) met with John Stainer yesterday and took note of required changes to the plan/works of schedule. Once updated we will be in a position to invite builders to quote for the building work. There were concerns about a wall position so John S, Terry K and Keith Oades to meet and re-measure.

- Hall hire sign – David Ayre to produce further options with and without photo of Hall for committee members to comment.
- The Hall's outside notice board/cabinet needs replacing – It's 30+ years old and is rotting beyond repair. We need a similar sized board, with sliding doors that can be fitted to the existing wooden posts. Terry King commented that a replacement cabinet could cost anywhere between £500 and £1500. It was mentioned that maybe someone in the village could make a board? - Terry will investigate further.

## **9. Fund Raising**

To be discussed at our next management committee meeting.

## **10. Future Events**

- West Down Chatty Café Morning 4<sup>th</sup> December – format as per previous Chatty Café mornings. Mince pies, clotted cream and Christmas cake will be available. Pricing to remain unchanged. Gaynor Isaac's sister will be demonstrating how to make a Christmas wreath.
- Christmas Fair arranged for 29<sup>th</sup> November – advertising in hand (social media) and event shown on website. Raffle tickets have been received (with Gaynor and David Ayre). Christmas decorations to be put up on Friday 28<sup>th</sup> November at 2pm. Gaynor Isaac has purchased some new red and gold decorations. For this year instead of a Christmas tree it was decided to decorate our flag pole. Gaynor has lost a number people who helped in previous years. She has 9 stalls and needs 8 new helpers – the following committee members have offered their help – Terry and Carole King, David Ayre and Elizabeth, Ronnie and David Maidment, Ian Davis and his wife.
- Village Quiz to be arranged for Saturday 31<sup>st</sup> January 2026 – Carole King will be the Quizmaster – on-going.
- Mark Carey will be performing his 'one man' play on 4<sup>th</sup> April 2026.
- John Stainer has arranged next year's Ferret Race for 7<sup>th</sup> November 2026.

## **11. Hall Share**

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

## **12. Bar stocks**

Value after Ferret Race event £207.30. David Maidment to send stock list showing best before dates. It was mentioned to Di McGahran whether the forth coming Panto (February 2026) might have a bar where stocks nearing their best before dates could be used.

## **13. Website**

Ronnie Maidment asked for event posters for Chatty Café mornings for 15<sup>th</sup> Jan 2026, 5<sup>th</sup> Feb 2026 and 5<sup>th</sup> March 2026.

## **14. Fire extinguishers, First Aid and Carbon Monoxide alarms**

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

**15. New Committee Members** – Terry King had invited the Parish Council to appoint one further member to join our management committee - on-going.

**16. Promoting the Parish Hall**

- Questionnaires (including need for proposed extension) to be available for the Christmas Fayre.
- Doubled sided hall promotional leaflets have been placed in the Hall (2 x locations).

**17. Any Other Business**

- Ben Nias (neighbour) reported seeing water overflow a gutter – on checking out photos it appears the gutter is sagging and additional support brackets are required.
- David Ayre emailed all committee members about redundant items stored at the back of the hall as follows:  
Water butt – Di McGahran to see if the church can make use of it.  
Sink – take to rubbish tip.  
PO sign – David Ayre will remove.  
Metal Gate – Di McGahran will take.  
Wooden Pallets – Pippa Stafford will take and use as firewood.  
Dumpy bag with garden cuttings – David ayre to take.
- The Community Park asked if it was possible to locate a skip in the Hall's car park for rubbish they need to dispose of. This was OK but delivery and removal must be done quickly to avoid any unauthorised use of the skip.
- Mike Reeves reported that two of the three speed sign poles had been located within the village. Whilst a position for the third pole had been selected there were possible issues and as such asked - as a back-up position - the pole be located in the Parish Hall's splay close to the notice board. Providing there was no obstruction the committee were, in principle, happy the pole to be positioned there.
- David Maidment mentioned that the heater boiler top up valves had been turned off thus bypassing the auto fill feature and causing loss of pressure resulting in the boiler shutting down. Notice to be placed on boiler to leave top up valves in the open position.

**19. Date of next meeting** – Thursday 8<sup>th</sup> Jan 2026.

Meeting finished 8.50pm.