

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 22nd October 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), Gaynor Isaac, Ronnie Maidment

1. **Apologies for absence:** Vanessa Hunt, Pippa Stafford, Di McGahran, Mike Reeves
2. **Minutes of Committee Management Meeting** held on 24<sup>th</sup> September were approved.

3. **Treasurer's report:**

David Ayre emailed a copy of the balance sheet to all committee members as at 20<sup>th</sup> October 2025.

Income: £838.06 (Bookings £330.00, Police meeting £27, Coffee morning £60, NDL £22.50, WDPC ½ yearly grant £385, bank interest £13.56).

Expenditure: £2132.86 (Cleaning £305, AW Insurance £1399.75, Airband £27, B Gas £65, Door repair £125, SW Water £100, Grass cutting £70, Electricity £30.12, Miscellaneous £10.99).

David has applied, with supporting documentation (accounts and budget), for a Parish Council grant of £1074 - this covers grass cutting, TV Licence and paediatric paddles for the new defibrillator.

David emailed a copy of hall bookings (by value) for the past 10 years. This year is down by £1562 when compared with last year and was mainly as a result of the lost Post Office business (£1800).

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

- 17) David Ayre had thanked the Ilfracombe Round table for their much appreciated help with purchasing the Hall's defibrillator and invited them to visit the Parish Hall.
- 17) Pruning the tree next to the telegraph pole delayed to November and will be carried out by a work party from the Hall.
- 18) Nathan Hammet repaired the rear fire door on 5<sup>th</sup> October. Repair areas will need painting.

5. **Correspondence** – nil.

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

- Farmers Big Breakfast went very well. We hired out the hall for £50 plus the cost of any electricity used (£12).
- Small use charges – To help get new hall hirers up and running Keith Oades currently charges upwards of £10 for a 1-hour session. An alternative method of charging (as used by some halls) is to charge by the number of people attending a class (i.e. four customers attending a class at a suggested rate of £2 per head would generate £8). Keith Oades to get some feedback from Coral who holds a small yoga class

7. **Cleaning**

- Keith Oades has asked for the cleaning cupboard to be 'sorted' out. Keith also requested some anti-bacterial sprays. David Maidment to check stocks of anti-bacterial concentrate.
- David Maidment tried to arrange for the dishwasher to be serviced but was pointed in the direction of KJR who we know are expensive. In the meantime, Keith Oades cleaned out the detergent dosing filter which appears to have fixed the problem. Dishwasher to be monitored for effectiveness over coming months – no further action required.
- It was mentioned at a recent WI group meeting how clean the Parish Hall was looking.

## **8. Hall Developments (including car park)**

- Community Space/Storage extension project

Building Meeting held 15<sup>th</sup> October to review and amend plans/schedule of works supplied by Lewis Smith (architect) – present Terry King, John Stainer, David Ayre, Keith Oades and David Maidment. A number of relatively small changes were required - John Stainer to discuss all changes with Lewis.

- Questionnaires (including need for proposed extension) to be available for the next Chatty Café coffee morning. Questionnaire given out at the recent Village Fayre received a poor response.
- It was suggested having a large sign positioned outside the Parish Hall that showed a picture of the Hall, the words 'For Hire' and a contact number. David Ayre to produce a draft.

## **9. Fund Raising**

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

## **10. Future Events**

- West Down Chatty Café Morning 6<sup>th</sup> November and 4<sup>th</sup> December – as per previous Chatty Café mornings. Ronnie/Dave to update A board.
- Ferret race arranged for 1<sup>st</sup> November 2025. John Stainer advised that all races had been sponsored and that all ferrets sold (not withstanding those races/ferrets that will be auctioned on the night). Set up 6pm on the night. Dave and Ronnie Maidment will run the bar and will purchase drink as required. Refreshments – Gaynor Isaac. Terry King will be on the door. Raffle – David Ayre. Running the Tote - Di McGarahan and Sam Osborne. Auctioning ferrets – Barry Scobling. Event page created on community website and posters have been put up around the village. Gaynor Isaac is advertising on social media. MC to be arranged (Mike Reeves?).
- Christmas Fair arranged for 29<sup>th</sup> November – advertising in hand (social media) and event shown on website but Ronnie Maidment has asked for a poster. Raffle tickets have been ordered and are due shortly. Christmas decorations to be put up on Friday 28<sup>th</sup> November at 2pm. Gaynor Isaac was given a budget of £100 for any new decorations that may need to be purchased.
- Village Quiz to be arranged for 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.

## **11. Hall Share**

Hall share meeting held at Chittlehampton on 9<sup>th</sup> October 2025 went very well and was attended by David Ayre, Terry King, Gaynor Isaac and John Stainer. Next meeting will be in April 2026 at Filleigh Village Hall.

## **12. Bar stocks**

Value £158.27 - Dave and Ronnie Maidment to check stocks and make purchase as required for the Ferret Race.

## **13. Website**

Ronnie Maidment asked for event posters for the Chatty Café mornings (now not required) and the Christmas Fayre.

Ronnie M had received a list from Carole King of forthcoming events in the village. Whilst Ronnie created events for the village shop and the Parish Hall it was decided by the committee not to include any events for the Crown Inn as they have their own website and Facebook page. Any events for the Community Park will appear on the Community Website.

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

David A made checks immediately after our last meeting (24<sup>th</sup> Sept) and all was ok. David to carry out monthly check after tonight's meeting.

#### **15. New Committee Members** – Terry King reiterated the need for new committee members.

#### **16. Promoting the Parish Hall**

- Keith Oades to contact Hall users to see if they have any flyers regarding their classes that could be left in the hall as a form of advertising.
- We need 20 doubled sided hall promotional leaflets – action Dave and Ronnie Maidment.

#### **17. Leaky Wall**

No further contact from Mr S Bryant therefore topic to be removed from agenda.

#### **18. Any Other Business**

- David Ayre – P Hall water leak: our last water bill from SW Water came in at £400 which indicated that we may have a leak. David A and John Stainer checked the water meter by the road and there was a leak in and around this area on our side of the supply. David A reported the leak to SW Water and they will be making repairs in due course. With regards to our outstanding bill, SW Water have asked us to pay what we would normally expect for the period which amounts to £100 (estimate). The balance of £300 to be discussed when the leak has been fixed.
- David Ayre – parking in P Hall car park: There have been a number of cars and vans parked at the Parish Hall that are not associated with Parish Hall business and had inconvenienced Hall users. Keith Oades had been aware of this and had been contacting drivers where possible or leaving notes on windscreens. It was mentioned that maybe we should use the chain to close off the parking area.
- David Maidment mentioned that after a 'short' power cut the Hall outside PIR flood light need to be reset otherwise the light stays on constantly. To reset this light, turn off main power to the Hall for 30 seconds and turn back on. The two kitchen cookers also need their timers reset other they will not function.

#### **19. Date of next meeting** – AGM 19<sup>th</sup> November 2025 (Management Committee meeting immediately after AGM).

Meeting finished 8.50pm.