

## WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Thursday 25<sup>th</sup> March 2026

**Present:** Terry King (Chairman), David Ayre (Treasurer), David Maidment (Secretary), Gaynor Isaac (Catering Supervisor), Mike Reeves, Vanessa Hunt, Ian Davis, Ronnie Maidment

1. **Apologies for absence:** Di McGahran, Pippa Stafford, Keith Oades

2. **Minutes of Committee Management Meeting** held on 26<sup>th</sup> February 2026 were approved.

3. **Treasurer's report:**

David Ayre emailed a balance sheet to all committee members as at 23<sup>rd</sup> March 2026 along with income and expenditure since our last committee meeting.

Income: £1018.55 (Bookings £720, Chatty Café £113, NDL £19, Good Energy Solar Panels £155.77, bank interest £11.54).

Expenditure: £717.32 (Cleaning £310, Airband £27, South West Water £83.47, B Gas £65, Electricity £49.85, Window Cleaning £20, Boiler Service £90, James Electrics £72).

Final accounts still with our Auditors

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 – on-going

17) Mike Reeves – the 'movable' speed sign – refer to topic 18 on these minutes.

5. **Correspondence** – Terry King had received a contract from the WD Parish Council Clerk regarding the speed sign – see 18.

6. **Bookings Clerk Report (inc. attracting new hall users)** – nothing to report

7. **Cleaning** – Nikki Oggiano put in a request in to Keith Oades for cleaning materials. This was passed onto David Maidment who has placed an order with Nisbets (Flash, paper towels and washing up liquid) and purchased toilet rolls from Bookers.

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

- Community Space/Storage extension

We are at the stage of obtaining quotes from three builders.

Builder 1 - Nathan Hammet has sent plans/schedule of works to a third party who specialise in producing building estimates. Indicated costs £80,000 to be finalised.

Builder 2 - Steve Shadwick is very busy and would not be able to start work until 2027. John Stainer will discuss with Steve about producing a quote – on-going

Builder 3 - John Stainer to contact Tina Pearce about obtaining a quote – on-going.

- Nathan Hammet has quoted £396 to produce an outside display cabinet with treated wooden posts. Nathan has now suggested using metal posts, at no extra cost, instead of treated posts as they should last longer. Once funding is secured (Malcom Wilkinson) we will go ahead and order.
- Leaky Porch to Hall entrance. There does not appear to be a leak in the porch roof, however the outer wall and cavity wall insulation were very wet. This may indicate there is an issue with the toilet block extension that was built by Steve Shaddick. John Stainer will ask Steve to investigate – on-going.
- Although arrangements had been made to close off the car park from 20<sup>th</sup> to 22<sup>nd</sup> March this did not take place. Notices were put on Facebook and the Community website which resulted in only one car being parked between these dates. This subject to be discussed at the next committee meeting.
- Tom Barnett has carried out grass cutting (first of contract) to a very good standard.

## **9. Fund Raising**

- We are still awaiting quotes for the Community Space/ Storage Extension project which will allow us to find funding opportunities
- It was suggested that we apply to the ND Council Environmental Climate grant to improve the Hall's frontage along Ilfracombe Hill/ Dean Lane by removing the overgrown brambles, 'laying' the hedge and revealing the boundary wall. This should improve the looks the halls frontage, improve wildlife habitat and prolong the lifespan of the hedge. We need to obtain a quote from a hedge layer and ask the Parish Council to apply for this grant on behalf of the Parish Hall.

## **10. Future Events**

- West Down Chatty Café Mornings have been a success and will be repeated during the 2026/2027 winter months. Many thanks to Gaynor I, Gill and David A who were instrumental in making arrangements.
- Village Halls week 15<sup>th</sup> March 2026 to 22<sup>nd</sup> March. Many thanks to Avice Yeo who opened up her art class for public viewing
- Mark Carey will be performing his one-man play 'Into the Breach' on 4<sup>th</sup> April 2026  
Tickets are on sale in the Community Shop and advertising is in place on the village Facebook page, the village website, posters put up around the village and various places outside the village.  
We were undecided on whether to provide a bar – decision to be made nearer the time depending on how many tickets had been sold. David Ayre to run a raffle.  
David Ayre to obtain feedback from Instow Village Hall who recently hosted this play.
- Garden Plant Coffee Morning planned for 7<sup>th</sup> May 2026.
- Suggestion made to show a Wimbledon Finals 'Cream Tea' event on either 11<sup>th</sup> July (Women's) or 12<sup>th</sup> July (Men's).
- John Stainer has arranged this year's Ferret Race for 7<sup>th</sup> November 2026.

## **11. Hall Share**

Next meeting will be on Thursday 23<sup>rd</sup> April 2026 at the Filleigh Village Hall – 7.00pm. David Ayre is happy to give a lift to anyone who would like to attend.

## **12. Bar stocks**

Nothing to report - stock valuation £181.61.

## **13. Website**

Having received a satisfactory explanation of cost increases the Parish Council have now cleared James Godfeys yearly maintenance invoice.

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

David Ayre to make checks after tonight's meeting.

## **15. New Committee Members**

This topic is becoming more important as time goes on. Dave and Ronnie Maidment will be leaving the committee when they move home and a number of our older members, who have provided years of service will at some time be retiring. A concerted effort needs to be made to find new members with management skills. The Community Website will need a new manager who can help with maintaining the current website and hopefully help with upgrading to a secured site which may include the Community Shop.

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

Terry to contact Bev Triggs

## **17. Automatic Door from lobby area to main Hall – revert to standard door closer.**

At our last committee meeting it was agreed to decommission the Automatic door and replace with an overhead hydraulic/ sprung closer – action John Stainer/ Keith Oades

**18. Position of reactive speed sign in the Parish Hall roadside splay**

Terry King has received a Landowners Agreement from the West Down Parish Clerk (John Barnett) for the Installation of Reactive Speed Sign which Terry signed on behalf of the committee and returned to John B. Terry read out the terms of this agreement to the committee and were considered acceptable. The 'reactive' speed sign has now been installed and is working although some minor positioning adjustments were required. This topic to be removed from future meeting agendas.

**19. Any Other Business**

Nothing to report

**20. Date of next meeting – Wednesday 29<sup>th</sup> April 2026**

Meeting finished 8.43pm.