

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Thursday 26th February 2026

Present: Terry King (Chairman), John Stainer (Vice Chair), David Ayre (Treasurer), Keith Oades (Booking Clerk), David Maidment (Secretary), Gaynor Isaac (Catering Supervisor), Mike Reeves, Vanessa Hunt, Ian Davis.

1. **Apologies for absence:** Di McGahran, Ronnie Maidment, Pippa Stafford.
2. **Minutes of Committee Management Meeting** held on 15th January 2025 were approved.
3. **Treasurer's report:**
David Ayre emailed a balance sheet to all committee members as at 23rd February 2026 along with income and expenditure since our last committee meeting.
Income: £1472.35 (Bookings £825.00, 2 x Chatty Café £114, NDL £20.50, Quiz £501, bank interest £11.54, bar stock adjustment £0.31).
Expenditure: £601.81 (Cleaning £285, Airband £27, B Gas 2 months £130, Electricity 2 months £146.81, Toaster £13).

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
 - 18) Water leak around water meter area has now been repaired and David Ayre has completed a leakage claim. Our account has now been finalised and we will owe around £83 – this figure is on top of the £100 already paid on account.
 - 17) Mike Reeves – the 'movable' speed sign – refer to topic 18 on these minutes.
 - 17) David Ayre met with Tom Barnett to discuss the Parish Hall's grass cutting. Tom was shown a copy of our contract and has quoted £726 which was similar to last year's costs - all committee members present were happy for Tom to take over the Hall's grass cutting responsibilities. Tom provided a copy of his public liability insurance certificate.
5. **Correspondence** – Nil
6. **Bookings Clerk Report (inc. attracting new hall users)**
 - We have Pilates and yoga classes that are taking advantage of our small class rate of £2.50 per head.
 - Two, weekly, children's dance classes should be starting soon.
 - Skern training are continuing with their two hires per month.
 - Keith Oades felt we were seeing a slight recovery since covid times.
 - Keith recommended that the power socket supplying the roll down screen be left in the off position when not being used. There have been a couple occasions where the screen has been activated due to interference from one of the wireless microphones.
7. **Cleaning** - nothing to report

8. Hall Developments (including car park)

- Community Space/Storage extension project

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.

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.

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

- Nathan Hammet has quoted £396 to produce a cabinet with treated wood using existing doors (x2) and frame with new track bearings and treated wooden posts. David Ayre will approach Malcolm Wilkinson (District Councillor) after April 2026 when a new funding pot should be available.
- The Hall's toaster has gone missing – Gaynor Isaac has purchased a replacement toaster for £13.00.
- Leaky Porch to Hall entrance. James Electrics were called out to investigate why a number of lights to the front of the Hall were not working. Their engineer found that the down lighter just in front of the Hall's entrance doors was very wet. He disconnected/removed the light and made the electrical terminations safe. All other lights to the front of the Hall are now working – however, there was no point in replacing the downlighter until such time the water ingress was resolved (he also commented that the downlighter used was not meant for an external application). Terry King and Nathan Hammet kindly visited the Hall to try and establish where the water was coming in. There did not appear to be a leak in the porch roof, however, on further inspection 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 Shadwick. John Stainer will ask Steve to investigate.
- Parking – when the Hall held their annual village quiz on 31st January there were a number of vehicles (5) in the Hall's car park that were not associated with the Quiz night. There is often casual parking which is not normally a problem, however, when there is a function being held at the Hall the car park is meant for the Hall users and not the general public. It was suggested that we try and dissuade general public parking by chaining off the car park from 20th to 22nd March. A laminated notice to be attached to the chain and the A board can also be placed at the Hall's car park entrance. Mike Reeves will produce a notice for the West Down Facebook page that will be circulated to committee members for approval. Once approved Gaynor Isaac will post the notice to Facebook.

9. Fund Raising

Mike Reeves attended a webinar in October 2025 hosted by Mike Deegan of the Devon Associated Local Councils and discussed grant funding opportunities and how to apply for funding. Mike Reeves mentioned our Community Space/Storage Extension project where Mike Deegan suggested we approach the Arts Council.

In addition, some slides were made available that may offer some reference points to consider when the time comes to look for funding.

10. Future Events

- West Down Chatty Café Morning due for 5th March 2026. A poster has been produced and is shown on the community website. David Ayre and Gill will host the event and Gaynor Isaac offered to help if possible. A raffle will be held.
- Village Halls week 15th March 2026 to 22nd March. A suggestion was made to ask Avice Yeo to have an open 'art class' day on the 18th March where we would incorporate a coffee morning at the same time in Room 2000 (we will provide free tea and cakes but a donation

box would be on-hand). Avice would benefit in showcasing her art class which may attract new students and the Hall may benefit by attracting new hirers.

- Mark Carey will be performing his one-man play 'Into the Breach' on 4th April 2026. Mark's production company (GSP) will take a 70/30 split of ticket sales and we are aiming to seat an audience of 80. Tickets to be sold at £12 and the doors are to open at 7pm for a 7.30pm start. The production company will sell 10 tickets on line and the Parish Hall will sell the balance through the Community Shop. If we run out of tickets we can ask the production company for any unsold on-line tickets. The Parish Hall will take all bar profits and raffle ticket sales. The production company to provide tickets and we need to ask them for 20 promotional posters.
- John Stainer has arranged this year's Ferret Race for 7th November 2026.

11. Hall Share

Next meeting will be on Thursday 23rd April 2026 at the Filleigh Village Hall – 7.00pm.

12. Bar stocks

Nothing to report - stock valuation £181.61.

13. Website

The Parish Council have queried James Godfrey's annual invoice which covers domain, hosting and maintenance charges – the domain and hosting charges were showing a large percentage increase and whilst the value was not significant, because it is taxpayers' money that is being used to pay this invoice, the PC are duty bound to obtain a reason for the increase.

Nothing else to report.

14. Fire extinguishers, First Aid and Carbon Monoxide alarms

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

15. New Committee Members – on-going.

16. Promoting the Parish Hall

- Terry King had received an email reply from Bev Triggs about possible entities where the Parish Hall could advertise their facilities. (1) NDC Business Bulletin – this bulletin is sent out to a sizeable mailing list. If we wish to be included in this bulletin we need to contact Dominic Dunbrook at NDC. (2) North Devon+ has a newsletter and mailing list – if appropriate Bev Triggs is happy to enquire further. (3) Ilfracombe and District Business & Tourism Association – we could ask if they would feature the Hall in a mailout to their members – contact Eliot Seabourn-Wren at the IBTA.
- Terry King asked for a copy of the email version of our Parish Hall brochure – action Ronnie Maidment.

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

The electrically powered automatic door closer (ADC) has never operated efficiently and has been disabled for some considerable time and as a consequence the two doors are not closing fully to the annoyance of some hall users. All committee members present agreed that the ADC be decommissioned and replaced with a standard overhead hydraulic/sprung closer.

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

In principle the Parish Hall were happy for the Parish Council to install a reactive speed sign in the splay from the Hall's car park leading to Ilfracombe Road. A Highways approved position has now been decided on and a contractor has been nominated to prepare the area and install a post that will allow the portable

reactive speed sign to point in two directions (1. traffic coming up Ilfracombe Road from the square and 2. traffic coming down Ilfracombe Road from the Ilfracombe direction). A non-binding agreement between the Parish Council and the Parish Hall giving permission for the PC to install and operate this speed sign has been presented to the Parish Hall. It is anticipated that the portable reactive sign (which currently operates in two other locations within the village) will be in place by the end of March 2026. David Ayre proposed that the Parish Hall agrees to the installation and this was seconded by Ian Davis. All committee members present were in agreement. There will be no expense or liability to the Parish Hall.

19. Any Other Business

Mike Reeves mentioned that there is a planned one-week village 'litter pick' starting 2nd March 2026 and finishing on 8th March 2026. Mike asked that the relevant poster shown on the community website is at the forefront of 'latest news' page – David Maidment to advise Ronnie Maidment.

20. Date of next meeting – Wednesday 25th March 2026.

Meeting finished 8.47pm.