WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 9th September 2026

Present: Terry King (Chairman), John Stainer (Vice Chairman), David Ayre (Treasurer), Keith Oades (Booking Clerk), David Maidment (Secretary), Gaynor Isaac (Catering Supervisor), Vanessa Hunt, Di McGahran.

1. **Apologies for absence:** Ian Davis, Pippa Stafford, Mike Reeves, Sarah Whitby, Ronnie Maidment

2. **Minutes of Committee Management Meeting** held on 22nd July 2026 were approved.

3. **Treasurer's report:**
   David Ayre emailed a balance sheet to all committee members as at 7th September 2026 along with income and expenditure since our last committee meeting.
   Income: £1180.65 (Bookings £794, Good Energy £323.26, NDL Lottery tickets £16.50, bank interest £46.89).
   Expenditure: £1163.09 (Cleaning x 2 months £555, Airband x 2 months £60, B Gas £100, Electricity £23.09, Hall rebuild valuation £100, Grass cutting £285, Lottery Licence £20, Window Cleaning £20).

4. **Matters arising from the Minutes**:
   18) Repaired rear fire door will need painting – action David Maidment and Keith Oades – on-going.
   18) Police – community messaging 13th Aug 2026. A somewhat disappointing exercise as there was no general talk and any discussions were done on a face-to-face basis which is not what we were expecting.
   18) Door closer to be fitted to kitchen door if possible – John Stainer and Keith Oades to check after tonight's meeting.

5. **Correspondence** – Terry King had received email dated 8th Sept from Mike Reeves – see fund raising.

6. **Booking Clerk Report (inc. attracting new hall users)**
   Keith Oades commented that there were a few 'supported' £2 per head sessions that were only generating £6 to £8 per hire. Whilst this was not too much of a problem during the summer months as very little gas/ electricity was being used this would not be the case in the colder months. Keith considered the supported rate was a good idea as it gave exposure to the village resulting in some full rate hires (parties for example). Terry King thought we should keep it going for a bit longer and David Ayre suggested keeping going to the end of the year. Di McGahran suggested we calculate the actual energy costs the Hall is incurring over these colder months. Keith Oades to send a letter to Hall users taking advantage of the supported rates to advise them of this issue.
   Di McGahran has kindly offered to provide cover when Keith O goes on holiday for 3 weeks on 18th September.

7. **Cleaning –** Nothing to report.

8. **Hall Developments (including car park)**
   - Community Space/Storage extension – see fund raising.
   - Leaky porch to Hall entrance. Silicone sealant has been applied around the flashings where the porch attaches to the main building. Still waiting for a period of persistent rain to see if the leak has been fixed before re-installing the electrical down lighter and refitting the ceiling panel – ongoing.
   - The downpipe that was used to feed the gardening club water pipe needs repairing – Keith Oades to check out.
   - It was noticed the 'pin board' material used on the new notice board was very good when placing pins. We have 3 other notice boards in the hall that would benefit by using this material (usually used for flooring) – Terry King had some off-cuts that could be used.

9. Fund Raising

- Mike Deegan, Mike Reeves and David Ayre had an on-line meeting on 20th August to discuss how Mike D could assist with fund raising for the Community space/ storage extension. Full details of the project and likely cost were given to Mike D in advance. David Ayre considered it was important to use a professional funder to get the best chance of raising the £125k target (includes professional fees and contingency). We had successfully engaged the services of Lorna Jones for the Toilet Extension project and her fees came in at £1455 over a 2-year period and in a current day scenario this would equate to around £1800.
  Our building application would need to be extended before it expires.
  Mike D considered that our charitable status would give credibility to fund raising and David Ayre would send Mike R a list of grantors for previous Parish Hall projects.
  The Parish Hall had staged a number of successful pantomimes and shows and this project would help increase the Halls usage.
  John Stainer proposed using Mike Deegan to help with fundraising for this project and all committee members present were in favour.
  Mike Reeves to be asked to manage this project and a sub committee will need to be formed.

- ND Council Environmental Climate Grant – it was suggested that our hedging requirements were not terribly urgent and such by withdrawing our application this would give the Community Park a better chance of securing funds for their more pressing projects.

- David Ayre had received a letter from J Barnett (Parish Clerk) regarding the Annual Small Grants application. David to apply with the proceeds going towards the grass cutting and the Halls TV Licence.

10. Future Events

- Ferret Race for 7th November 2026 – John Stainer busy selling ferrets and arranging race sponsorships. Price for a ferret will be kept at £5 (pledges received from Di, Terry K, David A, Dave M, Keith O, Vanessa H) and sponsorships will be increased slightly to £25 (was £24). We are expecting and increase from Terry Moule for staging the event (last race was a very reasonable £100). Di McGahran will operate the Tote, Mike Reeves MC, Dave Maidment bar, Gaynor Isaacs refreshments, David Ayre raffle. David A to produce an AI poster with a refreshed look.
- Giles Shenton (an associate of Mark Carey) has been booked to perform a one man play – Old Herbaceous – on Friday 18th September. Tickets now available in the shop, plenty of posters available and to be put up around the village, event is shown on community website. David Ayre to run the raffle and David M will run the bar. David Ayre to put out chairs and tables. Dave M to set up lighting. Doors to open at 7pm. Giles to be contacted to see what time he will arrive for setting up.
- It was hoped that Mark Carey will perform his Greenwood Tree play in the Spring of 2027.
- Hall's 70th anniversary in September 2027 – suggestions needed on how we can stage a celebration – on-going.
- Nathan Rodney Jones (son of the local sculptor, Jonathon Rodney-Jones) now lives in Norwich and is unlikely to be interested in staging a one man show – no further action.
- David Ayre has been trying to contact Devon Film Co without success and will be making enquiries through the Plough in Torrington for a lead – on-going.
- Chatty Café mornings to restart in November – Gaynor I and David A.

11. Hall Share

The next meeting will be at the Georgeham Village Hall on 22nd October 2026 – committee members welcome.

12. Bar stocks

Stock valuation = £130.69

13. Website

Nothing to report

David Ayre has produced an excellent poster appealing for someone to take over the running of the Community website. This poster to be released to social media and posters placed around the village (i.e. shop, P Hall notice board). Vanessa Hunt kindly offered to help out with this position if required.

14. **Fire extinguishers, First Aid and Carbon Monoxide alarms**
    This month's check was carried out before tonight's meeting by David Ayre – no issues to report.

15. **New Committee Members**
    Terry King commented that Dave and Ronnie Maidment who have left the village will be resigning from the management committee and as such new committee members will need to be found in particular to fill the post of Secretary and Website manager.

16. **Promoting the Parish Hall** – nothing to report

17. **Parish Hall RICS rebuild valuation (discussed after Treasurers Report 3)**
    The 'Rebuild' valuation cost of £100 was considered a worthwhile exercise. The Halls actual rebuild cost had been estimated at £879155 and was valid for 5 years (with indexation). This year's premium was £1396.26 (up by £60 on last year)

18. **Any Other Business -** Nil

19. **Date of next meeting** – 7.00pm Wednesday 21st October 2026.