

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Management Committee Meeting held on Wednesday 10th June 2026

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

1. **Apologies for absence:** Ian Davis, Pippa Stafford, Sarah Whitby
2. **Minutes of Committee Management Meeting** held on 28th April 2026 were approved.
3. **Treasurer's report:**

David Ayre emailed a balance sheet to all committee members as at 9th June 2026 along with income and expenditure since our last committee meeting.

Income: £1890.92 (Bookings £699, West Down PC ½ yearly grant £537, Chatty Café £207, NDL £35.50, bank interest £20.36, Solar Panels £92.06, ND Council notice board grant £300).

Expenditure: £1647.06 (Cleaning x 2 months £675, Airband x 2 months £54, B Gas £65, Electricity £30.06, Notice Board refurbishment £416, Grass Cutting £207, Window Cleaning £20, TV Licence £180)

At our last meeting Mike Reeves had mentioned that the Parish Council had been using a 95day high yielding bank account – David Ayre agreed to investigate if this type of account would be suitable for the Parish Hall. Currently the Hall is getting 0.85% but there was a 35day account yielding 2% and a 95day account yielding 2.5% available. As the Halls balance sheet was in good shape it was unanimously agreed for David to put £15k into a 35day account which would leave enough money in our basic account (along with expected income) to meet the Halls Day to day running costs.
4. **Matters arising from the Minutes:**
 - 17) Pruning the tree next to the telegraph pole – it has been decided not to proceed with this item and remove it from the minutes.
 - 18) Repaired rear fire door will need painting – action David Maidment and Keith Oades – on-going
5. **Correspondence** – Terry King has received confirmation that the Hall had been awarded discretionary rate relief from NDC.
6. **Booking Clerk Report (inc. attracting new hall users)**

Keith Oades commented that bookings had been going well and our new pricing policy to support small classes was helping. We have a new dance class using the Hall with the possibility of another dance class signing up.

Unfortunately, Will Homa's Wednesday karate class has come to an abrupt end and he owes the Hall £140 for unpaid hire fees. Despite Keith making numerous attempts to contact Will (emails and letters) there has been no response. Mike Reeves suggested sending a letter via recorded delivery. It was believed that Will was staying at Mullacott Farm and David Ayre would try and make contact. Will also has a key to the Hall that need returning. This is particularly disappointing as no reason have been given for the cessation of this class.

Room 2001 - there is an issue with the 'fish key' socket that links in with the emergency light: David Maidment to contact James Electrics to investigate and repair/ replace as necessary.

There is also an issue with 13amp sockets that are located close to the wooden waist high rail in that it can stop plugs from fully inserting. Keith will obtain some 13amp adaptors that will act as a spacer and allow full plug insertion.
7. **Cleaning** – Nothing to report

8. Hall Developments (including car park)

- Community Space/Storage extension

Builder 1 – Nathan Hammet has quoted £93500 (inclusive of VAT) and we have estimated £6500 for drainage. The total £100,000 includes some contingency.

Builder 2 – Steve Shaddick will only provide a verbal estimate of £75000 at this moment in time.

Builder 3 – Jamie Pearce has quoted £98000 to £122500 plus VAT. Demolition work would be an extra £15000 to £20000 + VAT. The final figure quoted was £123000 to £157500 which does not include VAT, drainage, fixtures and furniture, external works, landscaping and drainage.

It was decided to use Nathan Hammet's plus our estimated cost of drainage for fund raising purposes.

- The replacement Notice Board has now been installed and the grant funding from Malcolm Wilkinson has been received. David Ayre to send Malcolm a letter of thanks.
- Leaky porch to Hall entrance. Steve Shaddick has applied silicone sealant around the flashings where the porch attaches to the main building. We will leave for a few months to see if the water ingress problem has been resolved before replacing the ceiling panel and downlighter.
- Car Parking – casual parking has been a lot better of late so the car park closure plan has been postponed for now and will be monitored over the coming weeks.

9. Fund Raising

- Lorna Jones is currently very busy and is unable to help at this moment in time.
- Mike Reeves will contact Mike Deegan, a consultant associated with Devon Association of Local Councils (DALC), for leads on sourcing funding.
- ND Council Environmental Climate Grant – the committee have decided that as our current gardener has done a very good job in tidying up our hedging, we no longer need it layered. However, it was thought that extending the laurel hedging planted last year would be a benefit to wildlife at the same time improving the look of the Halls grounds. David Ayres to contact gardener Tom to see if this is something he can do. If Tom is unable to do then Micheal Lloyd (who planted the original laurel hedge) is to be contacted.

10. Future Events

- Well done to committee members and a big thank you to helpers who were involved with staging a successful Garden Plant Coffee Morning in May.
- Wimbledon Finals 'Cream Tea' event - it was decided to cover the men's final on Sunday 12th July. Admission will be free and the Hall will provide (at a cost) Prosecco, cream teas and strawberries and cream. David Maidment to check up on prices charged last year. David Ayre will run a raffle. Ronnie Maidment to produce a poster. Keith Oades and David Maidment to check out TV programme and projector. (For info last year we set up at 11am with doors opening at 1pm).
- John Stainer has arranged this year's Ferret Race for 7th November 2026 – has started on finding race sponsors.
- Giles Shenton (an associate of Mark Carey) has been booked to perform a one man play – Old Herbaceous – on Friday 18th July. Ticket sales will be a 70/ 30 split (as per M Careys 'Into the Breach' performance). The Hall will run a raffle and provide a bar. Ronnie Maidment to produce tickets.
- It was hoped that Mark Carey will perform his Greenwood Tree play in the Spring of 2027.
- Terry King pointed out it will be the Halls 70th anniversary in September 2027 and wanted suggestions on how we can stage a celebration.

11. Hall Share

The next meeting will be held at the West Down Parish Hall at 7.00pm on 14th July 2026. It would be nice to have a good contingent of committee members attend.

12. Bar stocks

Nothing to report - stock valuation £149.32. David Maidment to buy chafing dish fuel and some 1 pint and ½ pint polycarbonate glasses from Nisbets.

13. Website

Nothing to report.

We still need to find someone to take on the development and running of the website. Nessie Hunt contacted Peter Worthington to see if this is something he would consider but there was little interest shown. On-going.

14. Fire extinguishers, First Aid and Carbon Monoxide alarms

David Ayre made checks before tonight's meeting – all ok.

Room 2001 - there is an issue with the fish key socket that links in with the emergency light: David Maidment to contact James Electrics to investigate and repair/ replace as necessary.

15. New Committee Members

We are delighted in welcoming Sarah Whitby who has joined our committee as a West Down Parish Council appointee. It was noted the Mike Reeves has recently been re-appointed by the Parish Council.

16. Promoting the Parish Hall

Recent issue of the North Devon Council Business Bulletin contained information about the Parish Hall (as per our promotional leaflet) and Terry King had contacted Elliott Wren of the Ilfracombe and District Business Association and is awaiting a reply.

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

John Stainer and Keith Oades have disabled the electric door closer and replaced this with a hydraulic unit (cost £47.75). All working nicely but will be fitting a retaining latch to hold the door in an open position when required. This topic to be removed from the next agenda.

18. Any Other Business – David Ayre asked if it would be ok for the Police to use the car park for 'community messaging' where the public are invited to discuss local policing matters. This was approved by all committee members present.

19. Date of next meeting – 7.00pm Wednesday 22nd July 2026

The meeting finished 8.55pm