

Minutes of the Parish Hall & Grounds Committee held in the Parish Hall on  
Tuesday 26<sup>th</sup> January 2016, at 7.15pm.

Present: Cllrs. Lockwood (Chair), Mrs. H Cumberpatch, Mrs. P. Cardwell, &  
Mrs. L. Harley.

Clerk: Mrs. A.K. Mitchell.

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56/15. To receive apologies for absence.

**LH moved apologies from CMG & RMG, seconded by HC. All in favour.**

57/15. Declaration of Members' interests.

None.

58/15. To note the minutes of previous meeting.

**HC moved acceptance of the minutes of the previous meeting held on 24<sup>th</sup> November 2015, as a true record. Seconded by LH. All in favour.**

59/15. Matters arising from the minutes.

59.1/15. Emergency Lighting - recharge batteries.

It was noted that the lights were recharging during the meeting & that the unit in the north store is not operating. The Clerk will report this to the Caretaker & then to the electrical contractors as necessary.

60/15. Financial position to date.

**LH moved acceptance of the latest financial statement & the Caretaker's Salary Statement. Seconded by HC. All in favour.**

61/15. Caretaking Issues.

Car Park Signs - It was noted that these should be available for delivery/collection late this week/early next week.

Car Park Lining Works - It was noted that this had been arranged for 15<sup>th</sup> February 2016 during the half-term holiday.

Chairs Update - The Clerk updated Members on issues with the chosen supplier - it was agreed to pursue the refund avenue through the Council's bank.

62/15. Play Park Report.

Grounds Maintenance Equipment –It was noted that the hedge cutter has been purchased & delivered. The necessary PPE for using this item has also been ordered as previously agreed.

The Clerk has chased Kingsforth Fencing in respect of the damaged double gates.

Grounds Maintenance Quotation – Following due consideration **it was RESOLVED to continue the contract with BBC, the Council's current provider. All in favour.**

63/15. Fire Safety Regulations – progress report.

The Clerk advised that the new fire alarm control panel has been installed; it is a much more robust design & is also easier to operate. Additional operator keys are on order for all key holders.

Signs have been put up in respect of the use of smoke machines & the hire agreement amended accordingly. The Clerk was reminded that the same needs to be done in respect of electronic cigarettes.

The new fire risk assessment document has been issued to all Members following approval by Council. The Clerk is to review an alternative document supplied by BBC & report back accordingly.

64/15. Benchmarks for managing your Community Hall.

There was nothing further to report at this stage.

65/15. Parish Hall Re-Ordering Project.

It was noted that the architect's initial invoice has been settled this week.

After a discussion regarding the previously circulated specification & technical drawings it was agreed that a meeting should be arranged with the architect to discuss the way forward – the Clerk to arrange.

66/15. Proposed Payphone Replacement.

The new telephone has been installed by GL. The Clerk is to produce signage for the box & program the relevant numbers into the handset next week once the broadband issues have been resolved. Members were asked to not GL's & the Clerk's concern in respect of the ringer – this will be kept under review & appropriate action taken if necessary.

67/15. 2016/2017 Budget proposal Update.

Members are asked to note the increase in the Parish Hall Redevelopment budget following the January Council meeting.

68/15. Internet Access.

It was noted that the Clerk has contacted NALC for advice on the legal implications & is currently awaiting a response.

69/15. Hire of Parish Hall by Members, staff & other local representatives.

Following the meeting of the working party a briefing note had been circulated to Members on this issue. An email supporting the recommendations outlined in the briefing note had been received from CMG & RMG.

**It was RESOLVED to accept the recommendations outlined in the relevant briefing note produced following the working party meeting on 19<sup>th</sup> January 2016, be adopted as Council policy on this issue. The Clerk to produce the relevant policy document for Members records. All in favour.**

70/15. Misc. items of repair, maint. etc.

Members were asked to note the report.

**It was RESOLVED to accept the quote of £1,570 from MJR Decorating to redecorate the foyer & kitchen areas. All in favour.**

71/15. To consider applications for hire.

**It was RESOLVED to accept applications with "bar" permission where requested. All in favour.**

72/15. Clerk's Report.

Following a suggestion from PC it was **RESOLVED to purchase a portable doorbell for the main hall for use during Council meetings. All in favour.**

73/15. Date of next meeting - Tuesday 28<sup>th</sup> June 2016 - tbc.

The meeting closed at approximately 7.55pm.

Signed.....Chairman

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