

Minutes of the Parish Hall & Grounds Committee held in the Parish Hall on
Tuesday 25th November 2014, at 7.15pm.

Present: Cllrs. Lockwood (Chair), Mrs. H Cumberpatch, Mrs. P. Cardwell,
Mrs. M. Birkitt, Mrs. L. Harley, Mrs. J. Bryant & Mrs. S. Williams.

Clerk: Mrs. A.K. Mitchell.

38/14. To receive apologies for absence.

None.

39/14. Declaration of Members' interests.

None.

40/14 To note the minutes of previous meeting.

**LH moved acceptance of the minutes of the previous meeting held on
23rd September 2014, as a true record. Seconded by JEB. All in favour.**

41/14. Matters arising from the minutes.

41.1/14. Emergency Lighting - recharge batteries.

It was noted that the lights were recharging during the meeting & all units
were observed to be operating correctly.

42/14. Financial position to date.

**LH moved acceptance of the latest financial statement & the Caretaker's
Salary Statement up to 20/11/14. Seconded by HC. All in favour.**

It was noted that as administration work relating to the hall is increasing it
may be necessary for the Clerk to work some overtime. LH will keep this
under review.

43/14. 2015/2016 Budget Proposals Update.

It was noted that nothing further has been heard from BBC on this issue to
date.

44/14 Caretaking Issues.

Caretakers Salary Update - The Clerk reported that a nationally agreed
pay settlement has now been reached. Full details have yet to be received
but the Clerk will report on the future implications for the Council once
the information has been received from NALC.

45/14. Play Park Report.

The Clerk reported that the tree & hedge works have now been completed for this year.

46/14. Fire Safety Regulations – progress report.

Members were asked to consider the draft document. It was noted that feedback had been received from CMG & the Clerk also thanked PS for his help with preparing the document.

It was RESOLVED that an external ashtray should be purchased for use outside the hall building.

It was agreed that the Clerk should further research the issue of hot work permits.

There was a full discussion regarding fire drills & it was agreed that regular hirers should be contacted & asked what their evacuation procedures are. They should also be asked if they would be willing to participate in a fire drill.

It was agreed that the Clerk should try to obtain the Premises ID from the local fire service for the sake of completeness.

47/14. Benchmarks for managing your Community Hall.

Due to recent levels of workload there was nothing further to report on this matter at this time.

48/14. Parish Hall Replacement/Refurbishment Project.

The Clerk has emailed the architect for an update.

49/14. Proposed Payphone Replacement.

Due to recent levels of workload there was nothing further to report on this issue at this time. The Clerk does, however, hope to address this matter before the next Committee meeting.

50/14. Complaint regarding fly posting.

The details of the complaint were noted but it was agreed that this is something which is outside the Council's control.

51/14. Proposed amendment to the hall hire agreement.

This relates to the marking of the hall floor by black soled sports shoes.

It was RESOLVED that the agreement be amended accordingly.

It was also agreed that the matter be brought to the attention of the hirer in question & that they be advised that any additional cleaning that is required will be recharged to the club.

52/14. Misc. items of repair, maint. etc.

Members were asked to note the list which had been circulated prior to the meeting.

Bar - WHB Tap - It was agreed that the Clerk should arrange to get this looked at by the plumbers.

It was agreed that the Clerk should arrange to have all 3 WC seats upgraded & replaced.

53/14. To consider applications for hire.

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

54/14. Clerk's Report.

E-Cigarettes - **It was RESOLVED that E-Cigarettes should be covered by the Council's "No Smoking" policy.**

Grounds Maintenance Enquiry - It was agreed to request a quote from the contractor concerned for consideration.

Water Leak - It was noted that the water leak allowance form has been completed & returned to STW & the Council's insurers have been advised accordingly.

55/14. Date of next meeting - Tuesday 27th January 2015.

The meeting closed at approximately 8.20pm.

Signed.....Chairman

Date.....