

Minutes of the Parish Hall & Grounds Committee held in the Parish Hall on
Tuesday 24th November 2015, at 7.15pm.

Present: Cllrs. Lockwood (Chair), Mrs. H Cumberpatch, Mrs. P. Cardwell,
Mrs. J. Bryant, Mrs. C. McGann, R. McGann, D. Pringle & Mrs. L.
Harley.

Clerk: Mrs. A.K. Mitchell.

37/15. To receive apologies for absence.
None.

38/15. Declaration of Members' interests.
JEB declared a non-pecuniary interest in item 53/15 on the agenda.

39/15. To note the minutes of previous meeting.
**CMG moved acceptance of the minutes of the previous meeting held on
22nd September 2015, as a true record. Seconded by JEB. All in favour.**

40/15. Matters arising from the minutes.

40.1/15. Emergency Lighting – recharge batteries.
It was noted that the lights were recharging during the meeting & all units
were observed to be operating correctly.

41/15. Financial position to date.
**HC moved acceptance of the latest financial statement & the Caretaker's
Salary Statement. Seconded by RMG. All in favour.**

42/15. Caretaking Issues.
Coffee Pots – The Clerk will arrange to try & sell the coffee pots as
previously agreed in the New Year.
Car Park Flood Lights – the faulty lamps have now been replaced with
LED's saving 400watts per hour. This was at a cost of £350 to supply & fit.
The works had been carried out as a priority for health & safety reasons.
Chairs – **It was RESOLVED to charge the WI £17.95 for the folding chair
that was broken at one of their earlier events. All in favour.**

It was noted that the folding chairs in question are no longer available – it
was agreed to order from the range of stacking chairs recommended by
the supplier including 2 more heavy duty chairs in the order.

It was RESOLVED to purchase 2 x model 252 (in blue) chairs from ChairsGB.com. All in favour.

It was RESOLVED to purchase 30x model 243 (in blue) chairs from ChairsGB.com. All in favour.

Fire Alarm - following another recent incident it was agreed that the following should be added to the Conditions of Hire document - "The use of smoke machines is strictly prohibited in this building." A notice to the same effect to be placed in the main foyer.

43/15. Play Park Report.

Grounds Maintenance Equipment -It was noted that costings for a cordless hedge cutter & related PPE equipment was available for consideration this evening.

Following a detailed discussion it was RESOLVED to purchase a Bosch 18v cordless hedge cutter at a cost approx. £90 plus the necessary PPE required to operate the machinery. All in favour.

The Clerk advised that she is currently awaiting a response from Kingsforth Security fencing in respect of the previously reported damage to the double vehicle gates.

44/15. Fire Safety Regulations - progress report.

The Clerk advised that the fire alarm control panel has developed a fault & will have to be replaced shortly - it is not urgent the panel still functions correctly.

Fire Risk Assessment document - As requested the Clerk has contacted the Nottinghamshire Fire Service & has been advised that the Parish Hall has not yet been allocated a Premises ID. It was therefore agreed to issue the document as it stands including a copy of the Nottinghamshire Fire Service email for reference.

45/15. Benchmarks for managing your Community Hall.

A draft of this document will be circulated to Members at the earliest opportunity.

46/15. Parish Hall Re-Ordering Project.

Following the email consultation the specification & technical drawings will be ready for the January Council.

47/15. Proposed Payphone Replacement.

The new telephone cabinet is almost ready for installation; the Clerk will be liaising with the Caretaker on this next week.

48/15. 2016/2017 Budget proposals Update.

Following a detailed discussion the following items were RESOLVED:

- **To contact Nationwide Solar regarding their current financial position.**
 - **To adjust the budget proposals to reflect the above.**
 - **That any additional lettings income be transferred to the Parish Hall Long Term Projects fund at the end of the financial year.**
- All in favour.**

It was noted that a specialist company has been contacted regarding a quote for cleaning the solar panels.

49/15. Internet Access.

It was RESOLVED to make enquiries into the legalities & feasibility of installing public access Wi-Fi in the Parish Hall. 5 For, 1 Abstention.

In the first instance the Clerk will contact BBC & NALC for advice on the legal implications.

50/15. Hire of Parish Hall by Members, staff & other local representatives.

Following a detailed discussion it was RESOLVED that the Chair of the Council, the Chair of the PHGC, the Vice-Chair of the PHGC & the Clerk should meet & draft a set of guidelines in time for the next Committee meeting. Until then the status quo should remain in operation. All in favour.

51/15. Annual Review of Hire Charges.

It was RESOLVED that from 01/04/2016 the hire charges should be as listed on Appendix 1. All in favour.

Following a detailed discussion it was RESOLVED that for bookings taken from 01/04/16 hirers should be charged for their setting up & clearing away time. 5 For, 2 Against - Motion carried.

It was RESOLVED that for bookings taken from 01/04/16 hirers should be charged the following security deposits at the time of booking - all events under 60persons £50, all events 60+persons & all parties £150 & all Weddings £350. All in favour.

52/15. Misc. items of repair, maint. etc.

Members were asked to note that quotes have been requested for the pointing up works & the repairs to the office window. A quote has been requested from MJR Decorating in respect of the foyer & kitchen. It was agreed that at this stage no further quotes need be sought.

53/15. To consider applications for hire.

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

54/15. Clerk's Report.

The Clerk updated Members in respect of progress regarding the proposed new car park signage.

55/15. Date of next meeting – Tuesday 26th January 2016.

The meeting closed at approximately 8.55pm.

Signed.....Chairman

Date.....