

Minutes of the Parish Hall & Grounds Committee held in the Parish Hall on
Tuesday 23rd January 2018, at 7.15pm.

Present: Cllrs. Lockwood (Chair), Mrs. H Cumberpatch, Mrs. C. McGann, R. McGann, G. Cotton (part meeting) & Mrs. J. Murden (Asst. to the Parish Clerk).

Clerk: Mrs. A.K. Mitchell.

45/17. To receive apologies for absence.

It was RESOLVED to accept apologies from Cllr. Westmoreland. All in favour.

46/17. Declaration of Members' interests.

None.

47/17. To note the minutes of previous meeting.

The minutes from the meeting held on 26th September 2017, were duly noted.

48/17. Matters arising from the minutes.

48.1/17. Emergency Lighting - recharge batteries.

It was noted that as there was another public meeting ongoing in the hall at present the lights will be recharged during the following day when no hirers in the hall.

49/17. Financial position to date.

It was noted that the Clerk had not received any queries prior to the meeting & that both updated salary statements & an updated budget statement had been circulated to Members prior to the start of the meeting.

It was RESOLVED to accept the Caretaker's Salary Statement for 2017/2018 to date. All in favour.

It was RESOLVED to accept the latest Committee Budget Statement for 2017/2018 to date. All in favour.

50/17. Caretaking Issues.

Caretaker's Return to work.

It was noted that the Caretaker is back on full duties as previously advised at Full Council.

Security Patrol & emergency call-out update.

It was noted that the draft guidance for those on duty had been agreed at Full Council. It was noted that the Caretaker would rather not be on the rota & that the Clerk has not yet had the opportunity to speak to the Relief Caretaker on this issue as yet.

HC volunteered to be added to the draft list of volunteers previously circulated & it was agreed that the rota should be drawn up on a two week turnaround. **Clerk to action.**

De-fib Unit - It was noted that an EMAS officer would be calling to inspect the unit the following day.

Chairs - The Clerk reported that the WI have broken another folding chair at one of their events.

Roof inspection - it was noted that this is a condition of the Council's insurance policy.

It was RESOLVED that the Clerk arrange for an inspection & condition report to be carried out. All in favour.

51/17. Play Park Report.

It was noted that the Clerk is in touch with the company recommended by BBC & is in the process of obtaining a quote.

It was noted that there is a possibility of obtaining a grant from BBC in respect of grounds maintenance costs - the Clerk is dealing with this.

Members were asked to consider a letter from BBC in respect of possible funding in the next two years for play park improvements.

It was RESOLVED to defer further play park improvements until the Parish Hall re-ordering works are complete for practical reasons. All in favour. Clerk to action.

52/17. Fire Safety Regulations - progress report.

It was noted that O. Heap had completed the Fire Appliance Service as previously agreed & no issues had been raised.

53/17. Benchmarks for managing your Community Hall.

It was noted that JM is researching a suitable model building management plan for consideration.

AMBER - Asst. to the Clerk & Clerk to action.

54/17. Parish Hall Re-Ordering Project.

GL updated Members on the meeting with ICS that had been held earlier in the day. It was noted that the Clerk had been tasked with providing further information for the WREN application. JM to assist where possible.

As a result of this meeting it was RESOLVED that the Clerk is authorized as the Council's signatory in respect of the funding application to WREN. All in favour.

55/17. Parish Hall Floor Works Update.

It was noted that the works were complete & the insurance claim settled.

It was agreed that scrubbing & resealing of the floor should be placed on a 5 year maintenance programme.

56/17. 3 No. reserved car parking spaces - Update.

It was noted that it had been agreed at January Full Council to seek tenders for the re-surfacing of the car-park.

57/17. To explore the possibility of using a third party payment system in order to expediate the parish hall booking & payment system - progress report.

It was noted that information had been circulated prior to the meeting.

It was agreed to discharge this matter from the agenda for the time being.

58/17. External noticeboards for the front of the Parish Hall.

It was noted that these have been installed & are in use.

59/17. Annual Inventory.

It was noted that this is in hand with SR & JM.

60/17. 2018/2019 Budget Proposals - progress report.

A copy of the latest budget papers had been distributed to Members prior to the meeting.

Members were asked if they had any further amendments that they wished to make before the Budget Meeting the following week.

No further amendments were proposed.

GC joined the meeting at this point.

61/17. Annual Review of Hire Charges.

It was noted that documentation in connection with this issue had been circulated to Members prior to the meeting.

Following a detailed discussion **it was RESOLVED that to qualify for the local regular bookings or local rate groups need to demonstrate that a minimum of 75% of their membership are residents of Trowell. If these criteria are not met then the appropriate non-local rate will apply. All in favour.**

Following a detailed discussion **it was RESOLVED that the following rates be applied to Parish Hall hiring's from 1st April 2018. All in favour.**

TROWELL PARISH COUNCIL.

CHARGES FOR THE HIRE OF TROWELL PARISH HALL FROM 1ST APRIL 2018.

LOCAL REGULAR BOOKINGS & REHEARSALS.

Morning/ Afternoon	£8.00 per hour (2 hours min).
Evenings	£10.00 per hour (2 hours min).

WEEKDAYS (AM/PM)

Non- Locals	£20.00 per hour (2 hrs min)
Locals (std rate -25%)	£15.00 per hour (2hrs min)

SATURDAYS & NEW YEAR'S EVE

Non- Locals	£24.00 per hour (2 hrs min)
Locals (std rate -25%)	£19.00 per hour (2hrs min)

SUNDAYS & BANK HOLIDAYS

Non- Locals	£20.00 per hour (2 hrs min)
Locals (std rate -25%)	£15.00 per hour (2hrs min)

ELECTION DAYS

£25.00 per hour.

N.B.

Any elected Councillors & Member of Parliament representing the Parish of Trowell & Parish Council employees. 25% of the applicable local rate.

All commercial bookings local or otherwise. Full rate.

62/17. Misc. items of repair, maint. etc.

Members were asked to note the content of the 2017/2018 list which had been circulated prior to the meeting.

No queries had been forthcoming prior to the meeting.

Re -painting of front railings.

It was noted that these works have been ordered as previously agreed.

Electricity smart meter – It was noted that the current electricity supplier to the hall is proposing to install a smart meter.

It was agreed that at the appropriate time, it should be checked that the meter is of the latest generation that can be read by any supplier.

It was noted that the pressure vessel to the h/w system had to be replaced the previous week as an emergency measure as it was leaking.

63/17. To consider applications for hire – documents previously circulated.

No queries had been received by the Clerk prior to the meeting.

Use of the hall by the WI – a number of issues were reported to Members for consideration.

It was RESOLVED that the Clerk should draft a letter for approval on relation to the matters raised. All in favour. Clerk to action.

It was noted that the cookers have been used on occasions when they haven't been booked. It was agreed that the cookers should be turned off at the distribution board & only be activated for bookings where they have been booked. It was noted that the hall hire agreement should be amended to read ovens as opposed to Kitchen. **Clerk to action.**

Clarification was sought as to whether Members & staff bookings are subject to the security deposit & kitchen hire rules in the hall hire booking conditions.

It was RESOLVED that these items are applicable to Members & staff bookings. All in favour. Clerk to action.

64/17. Clerk's Report.

Members were asked to note that the Clerk has claimed the Parish Hall business listing on YELL.

The Clerk reported that she had, at last been successful in getting the Parish Hall PRS tariff amended resulting in a significant reduction in the annual bill.

65/17. Date of next meeting - Tuesday 26th June 2018.

The meeting closed at approximately 8.50pm.

Signed.....Chairman

Date.....