

Minutes of the Parish Hall & Grounds Committee held in the Parish Hall on
Tuesday 26th June 2018, at 7.15pm.

Present: Cllrs. Lockwood (Chair), Mrs. H Cumberpatch, Mrs. C. McGann, D. Pringle, M. Westmoreland (part meeting), Mrs. L. Harley, Mrs. M. Birkitt & Mrs. J. Murden (Asst. to the Clerk).

Clerk: Mrs. A.K. Mitchell.

01/18. To receive apologies for absence.

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

02/18. To elect a Chairman.

CLLR. GRAHAM LOCKWOOD was proposed as Chairman. Moved by Cllr. Mrs. McGann, seconded by Cllr. Mrs. Cumberpatch.

Cllr. Lockwood accepted the nomination.

There were no further nominations.

The motion was put to the vote: All in favour.

CLLR. GRAHAM LOCKWOOD was therefore duly elected as Chairman.

03/18. To Elect a Vice- Chairman.

CLLR. MRS. HELEN CUMBERPATCH was proposed as Vice-Chairman. Moved by Cllr. Mrs. McGann, seconded by Cllr. Lockwood from the Chair.

Cllr. Mrs. Cumberpatch accepted the nomination.

There were no further nominations.

The motion was put to the vote: All in favour.

CLLR. MRS. HELEN CUMBERPATCH was therefore duly elected as Vice-Chairman.

04/18. Declaration of Members' interests.

None.

05/18. To note the minutes of previous meeting.

The minutes from the meeting held on 23rd January 2018, were duly noted.

06/18. Matters arising from the minutes.

06/18. Emergency Lighting - recharge batteries.

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

07/18. Annual Review of the Committee's Terms of Reference.

It was RESOLVED to accept the Committee's Terms of Reference as they stand at present. All in favour.

08/18. Financial position to date.

It was noted that the Clerk had not received any queries prior to the meeting.

It was RESOLVED to accept the latest Salary Statement. All in favour.

It was RESOLVED to accept the latest Committee Budget statement. All in favour.

09/18. Caretaking/Maintenance Issues Update.

Assistant Caretaker Vacancy Update. Advert circulated as agreed. No applications received to date. The Clerk will therefore upload the details to the Find a job government portal.

Cleaning Contract - quotes are being obtained as agreed at the June Council meeting.

MW joined the meeting at this point.

Security Patrol & emergency call-out update.

Members were advised of the current situation by the Chair of the Council & the Asst. to the Clerk.

Roof Inspection - It was noted that the Clerk is currently awaiting a response from NRA Roofing.

Fire Alarm & emergency lighting servicing arrangements etc. - progress report. It was noted that an order has been placed with AMP as agreed at the June Council meeting.

Car Park - planned maintenance. Clerk to apply for funding as previously agreed.

Deep Clean of foyer & toilets - completed.

Replacement tables - due to be delivered in July.

Chairs - It was agreed to check the condition of the chairs used by the hirer concerned prior to their next couple of visits to the hall. A letter to that effect will be sent to the hirer in question prior to this taking place.

10/18. Play Park Report.

Trees- It was noted that the Clerk is currently awaiting a quote from Forest Farm Services who were recommended by BBC.

Play Park Funding from BBC - The latest response from BBC was noted by Members. It was agreed to consult parishioners on this issue through the next newsletter & to refer this matter back to Full Council for further consideration.

ROSPA annual inspection report - the content of the report was duly noted by Members. The Clerk has reported that the matter for attention will be dealt with at the earliest opportunity and that Proludic will be carrying out a maintenance inspection later in the year (November).

11/18. Fire Safety Regulations - progress report.

It was noted that the annual fire alarm, emergency lighting, PAT & electrical installation testing will be being carried out shortly.

12/18. Benchmarks for managing your Community Hall.

It was noted that following the recent staffing changes, the Assistant to the Clerk will now begin to work with the new Parish Hall Caretaker to draw up a relevant building maintenance plan.

13/18. Parish Hall Refurbishment Project.

It was noted that the funding application is now with WREN for consideration. A decision is anticipated in September.

14/18. Parish Hall Floor Works Update.

These are all in hand for September.

It was agreed to ask the contractor to look at the issue of dirt collecting in the expansion joints of the floor. **Assistant to the Clerk to action.**

15/18. Annual Inventory.

It was noted that all issues arising from the 2017 inventory have been dealt with. The 2018 inventory will be conducted over the summer.

All staff to action.

16/18. Budget Review as requested by the Chair of the Finance & General Purposes Committee.

The Chair of the Finance & General Purposes Committee gave a report on the findings of that Committee's last meeting.

A detailed discussion took place regarding the current condition of the fabric of the Parish Hall.

It was agreed this Committee needs to formulate a plan for works going forward.

17/18. Hire Charge Review Update.

Members received a report from the Assistant to the Clerk.

A detailed discussion then took place & the following actions were agreed

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Clerk to supply a breakdown of payment types from 1st April 2018.

Members to consider different billing options (re deposits, bonds etc) in time for the September Full Council Meeting.

Staff requested a definition of a regular hirer - Members were asked to consider this & submit suggestions to the Chairman of the Parish Hall & Grounds Committee.

It was agreed that Trowell Bowls & Keep Fit be advised again that regular hirer membership levels will be reviewed only on an annual basis.

18/18. Review of the current Hall Hire Agreement.

It was noted that the Caretaking staff details will updated as matter of course following the recent changes.

Amendments were agreed in respect of points 4 & 14.

Clarification was agreed in respect of animals in the parish hall building.

It was also agreed to include that hirers need to have vacated the site including the grounds no later than 30 minutes after their period of hire has ended.

The Chair of the Council agreed to review the existing agreement & recommend further amendments if necessary.

19/18. Misc. items of repair, maint. etc.

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

Fly Executor - It was noted that the fly executor in the kitchen needs updating to meet new standards. It was agreed that quotes be obtained for a suitable replacement.

Foyer & Toilet Refurbishment - Noted.
Foyer Redecoration Quotes - One quote has been obtained & others are being sought.

It was noted that the security alarm & CCTV service had been completed the previous day.

20/18. To consider applications for hire - documents previously circulated.
No queries had been received by the Clerk prior to the meeting.

To consider an email received in respect of an earlier hiring - **it was RESOLVED that the Chair of the Council will send a letter to the hirer in question advising them in detail of why the security bond has been retained. All in favour.**

21/18. Clerk's Report.
The Clerk advised members of a telephone call she has received from the boundary planter suppliers. Following a discussion it was agreed by all to proceed with the installation of the planters.

22/18. Date of next meeting - Tuesday 25th September 2018.
The meeting closed at approximately 9.35pm.

Signed.....Chairman

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