

Minutes of the Parish Hall & Grounds Committee held in the Parish Hall on
Tuesday 22nd January 2019, at 7.15pm.

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

Clerk: Mrs. A.K. Mitchell.

43/18. To receive apologies for absence.

None.

44/18. Declaration of Members' interests.

None.

45/18. To note the minutes of previous meeting.

The minutes from the meeting held on 25th September 2018, were duly noted.

46/18. Matters arising from the minutes.

46/18. Emergency Lighting - recharge batteries.

It was noted that the lights were recharging during the meeting & that with the exception of the external light at the rear of the hall all units had been observed operating correctly. The defective unit has already been reported to AMP.

47/18. Financial position to date.

It was noted that the Clerk had not received any queries prior to the meeting. It was noted that updated statements had been issued by the Clerk at the start of 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.

48/18. Caretaking/Maintenance Issues Update.

Assistant Caretaker Vacancy Update. It was agreed to discharge this matter from the agenda as there are no issues with the appointment made.

Cleaning Contract – Members were updated on the current position in respect of this contract & it was noted that the Asst. to the Clerk is liaising with the cleaning company in respect of the arrangements necessary during the refurbishment works.

Security Patrol & emergency call-out update.

It was noted that the previously agreed new protocol has been issued & so it was therefore agreed to discharge this matter from the agenda.

Roof Works – Members were asked to note the deteriorating condition of the annexe roof.

It was RESOLVED that a decision on the annexe roof be made at this Committee meeting. All in favour.

It was RESOLVED to accept the quote of £7,100.00 in VAT from Premier Trade Ltd in respect of the annexe roof. All in favour.

The Clerk will liaise with the refurbishment contractors in respect of these works being undertaken. **Clerk to action.**

Fire Alarm & emergency lighting servicing arrangements etc. – progress report. It was noted that the outstanding quotes from AMP have been chased.

Car Park – planned maintenance. It was noted that the Council is currently awaiting the outcome of two grant applications. These should be known by the end of February, beginning of March.

49/18. Play Park Report.

Trees- It was noted that the condition survey has been completed & as per January 2019 Council the ivy issue is to be dealt with by the Caretaking staff & quotes are being obtained for the other identified works.

Grounds Maintenance Works – The Clerk reported in respect of play area inspections carried out by BBC – this was noted by Members.

Potential play park improvements – It was noted that the information requested from Nuthall PC was available for Members consideration this evening. It was also noted that the tree house quote from Kompan has been requested as previously agreed.

Play Park gate security light – progress report. It was noted that this item has now been installed & is now in use. It was therefore agreed to discharge this matter from the agenda.

50/18. Fire Safety Regulations – progress report.

It was noted that the Asst. to the Clerk has now completed the updated Fire Risk Assessment & this will be reviewed on an annual basis. It was agreed therefore to discharge this matter from the agenda.

51/18. Benchmarks for managing your Community Hall.

It was noted that this is a work in progress.

Asst. to the Clerk to action.

52/18. Parish Hall Refurbishment Project- progress report.

It was noted that the initial press release has been issued. The works are due to commence on Monday 25th February 2019, with the next meeting with the project manager & the contractors scheduled for the 13th February 2019. The revised drawings had been issued to Members the previous week & Members approved a revised PR Plan which had been issued by the Clerk prior to the meeting. This will now be forwarded to WREN for their information as the timings have changed as a consequence of the start date being brought forward.

Clerk to action.

It was noted that an Open Day for hirers with storage at the hall had taken place the previous day.

It was mentioned about the possibility of an additional CCTV camera being needed in the new entrance/exit corridor. It was agreed that the contractors should be asked to run cabling for this in case it is agreed at a later date that one should be required.

53/18. Parish Hall Floor Works Update.

It was noted that the hirer in question has settled the invoice for the damage. It was agreed therefore to discharge this matter from the agenda.

54/18. Annual Inventory.

There were no issues to report in respect of the 2018 inventory. However, it was noted that a fresh inventory will have to be carried out following the completion of the refurbishment works.

Square blue tables – It was noted that the previously agreed number are in the process of being disposed of.

Sandbags - It was noted that NCC had not wanted these returning & so they have been disposed of.

55/18. Future Budget Plans.

Items to be considered during future budget discussions to include:

Rolling redecoration programme.

Floor maintenance works programme.

Painting of outside areas.

Cookers & Fridges replacement programme.

Replacement of heating boilers.

Insulation & lighting upgrades for the hall, lounge, kitchen & foyer.

In addition to this **it was RESOLVED to investigate the provision of intelligent heating controls that can be operated remotely by the Council. All in favour.** **Clerk to action.**

56/18. Review of billing options for the hire of the Parish Hall.

It was noted that the new £25 security bond has now been introduced as previously agreed.

Members were asked to consider how they wish to approach charging post the refurbishment - cost per room etc.?

It was RESOLVED to hold a Short Council meeting on the 26th March 2019, to discuss this issue in detail. All in favour.

It was agreed that in time for this meeting the Asst. to the Clerk should provide details of which areas each regular hirer uses for each of their events. She was also asked to calculate their post refurbishment costings based on currently agreed rates. **Asst. to the Clerk to action.**

Standing Orders were suspended for 5 minutes.

57/18. Review of the current Hall Hire Agreement.

It was noted the amended document was approved & introduced as previously agreed.

It was noted however, that it is likely this will need to be revised again to take in the new layout etc.

It was agreed that the Clerk should provide an annotated hall hire agreement where it may need to change.

Asst. to the Clerk to action.

58/18. 2019/2020 Budget.

It was noted that this approved at the January 2019 Full Council meeting.

59/18. Regular Hirers.

There was a detailed discussion in respect of the definition of a regular hirer.

Issues raised included the use of the ovens by regular hirers.

It was RESOLVED that the charging of ovens in respect of regular hirers should be at the discretion of the office staff. All in favour.

Following a detailed discussion it was agreed that this should also be discussed further at the Short Council meeting on the 26th March.

It was also RESOLVED that any hirer must pay for additional time used & that the existing hire agreement to the letter. All in favour.

60/18. Annual Review of Hire Charges.

It was RESOLVED to increase all charges by 2.5% rounded to the nearest £0.50. All in favour.

It was RESOLVED to increase the charge for Elections to £30 per hour. All in favour.

61/18. Misc. items of repair, maint. etc.

Members were asked to note the content of the list which had been circulated prior to the meeting. An up to date list was provided to Members this evening.

Foyer & Toilet Refurbishment - It was noted that a letter had been sent to contractors as previously agreed & they have contacted the office to say that they will be in touch tomorrow to arrange a date to come back to carry out the outstanding work.

Internal Redecoration works - Kitchen & Lounge. It was agreed that the Asst. to the Clerk should liaise with the Caretaking staff as to whether this will be carried out by them or external contractors.

62/18. To consider applications for hire - documents previously circulated.

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

Possible Model Railway booking - It was noted that this potential never came back after they were supplied with the hall dimensions so there was no need for it to be declined.

63/18. Clerk's Report.

The Chair & Chair of the Parish Hall & Grounds Committee updated on the Open Day that had been carried out the previous day.

64/18. Date of next meeting - Tuesday 25th June 2019 - tbc.

The meeting closed at approximately 9.04pm.

Signed.....Chairman

Date.....