

**MINUTES OF THE SHORT TROWELL PARISH COUNCIL MEETING, HELD IN THE
TROWELL PARISH HALL ON TUESDAY 26TH MARCH 2019 AT 7.15PM.**

Present: Cllrs. D. Pringle - Chairman, Mrs. L. Harley, G. Lockwood, P. Singer, Mrs. M. Birkitt, G. Cotton, Mrs. C. McGann, Mrs. H. Cumberpatch & Mrs. J. Murden (Asst. to the Parish Clerk).

Clerk: Mrs. A.K. Mitchell.

283/18 TO RECEIVE APOLOGIES FOR ABSENCE.
It was **RESOLVED** to accept apologies from MW. All in favour.

284/18. DECLARATION OF MEMBERS INTERESTS.
None.

285/18. TO REVIEW BILLING OPTIONS FOR THE HIRE OF THE PARISH HALL.
The Assistant to the Parish Clerk presented her report on this matter.

A detailed discussion then took place.

It was **RESOLVED** to base the hire charge rates for each room based on m2.
All in favour.

It was **RESOLVED** that the new hire charges would be applicable for the 2018/2019 financial year initially. All in favour.

It was **RESOLVED** to adopt the following charges for the financial year 2019/2020: All in favour.

CHARGES FOR THE HIRE OF TROWELL PARISH HALL FROM 1ST APRIL 2019.

WEEKDAYS (AM/PM)

LOCAL REGULAR BOOKINGS & REHEARSALS.

Hall, lounge and Kitchen

Morning/ Afternoon £9.00 per hour (2 hours min).

Evenings £11.00 per hour (2 hours min).

Non- Locals

Hall, lounge and kitchen £17.00 per hour (2hrs min)

Meeting Room 3 - Annexe £11.00 per hour (2hrs min)

Meeting Room 2 £9.00 per hour (2hrs min)

Meeting Room 1 £14.00 per hour (2hrs min)

Locals (std rate -25%)

Hall, lounge and kitchen	£13.00 per hour (2hrs min)
Meeting Room 3 – Annexe	£8.50 per hour (2hrs min)
Meeting Room 2	£7.00 per hour (2hrs min)
Meeting Room 1	£11.00 per hour (2hrs min)

WEEKENDS (AM/PM)

Non- Locals

Hall, lounge and kitchen	£21.00 per hour (2hrs min)
Meeting Room 3 – Annexe	£11.00 per hour (2hrs min)
Meeting Room 2	£9.00 per hour (2hrs min)
Meeting Room 1	£14.00 per hour (2hrs min)
Whole Building – Full Day	£350.00 (10am-10.30pm/midnight)
Whole Building – Evening	£200.00 (6pm-10.30pm/midnight)

Locals (std rate -25%)

Hall, lounge and kitchen	£16.00 per hour (2hrs min)
Meeting Room 3 – Annexe	£8.50 per hour (2hrs min)
Meeting Room 2	£7.00 per hour (2hrs min)
Meeting Room 1	£11.00 per hour (2hrs min)
Whole Building – Full Day	£263.00 (10am-10.30pm/midnight)
Whole Building – Evening	£188.00 (6pm-10.30pm/midnight)

Multi-room hire.

Main hall, kitchen & Lounge will be charged at the full rate per hour any additional rooms will be charged at half rate per hour (2 hrs min booking).

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

PS joined the meeting at this point.

It was agreed that all hirers should be charged for using the ovens. The level of this charge to be reviewed. **Chair of PHGC & Asst. to the Clerk to action.**

It was agreed that until 1st April 2020, existing clients are to continue to be invoiced in arrears; they will then be invoiced in advance.

It was agreed that all new clients are to be invoiced in advance going forward.

It was agreed that the 14day cancellation policy should be made applicable to ALL clients.

- 286/18. TO REVIEW THE CURRENT HALL HIRE AGREEMENT.
It was noted that a copy of the current agreement with suggested amendments indicated had been circulated to Members prior to the meeting.
- It was RESOLVED to adopt the amended hire agreement. All in favour.**
Asst. to the Clerk to action.
- 287/18. To REVIEW REGULAR HIRERS CANCELLATION ARRANGEMENTS.
It was noted this had been addressed as part of an earlier agenda item.
- 227/18. CLERK'S REPORT.
Hall Refurbishment -
Payment of first invoice - it was noted how this is to be dealt with.
Roof Quotes - After considering all the quotes received, **it was RESOLVED to accept the quote from Rain Defence Roofing Ltd. All in favour.**
Clerk to action.
- Annexe Door Query - The issue with this was outlined by the Chairman & will be discussed further at the next site meeting on Monday 1st April.
- Walkway - Members were asked to note that quotes are being obtained in this regard.
- Meeting Room flooring - It was noted that a floor covering has been agreed by a majority of Members & this will be confirmed with DB on site on the 1st.
- Window Blinds - this will be discussed further with DB on site on the 1st.
- Trowell Bowls & Keep Fit - the Asst. to the Clerk advised Members of the Club's concerns regarding the current arrangements whilst the building works were going on. The Club's request for a discounted rate was declined.
- Badminton Posts - It was agreed that these can now be ordered.
Asst. to the Clerk to action.
- Letter from a parishioner - Following a discussion relating to the content of the letter it was agreed that it would be more appropriate to forward this to BBC for consideration.
Clerk to action.
- The meeting closed at approximately 10pm.

Signed..... (Chairman)

Date.....