

Minutes of the Parish Hall & Grounds Committee held in the Parish Hall on Tuesday 25th February 2020, at 7.15pm.

Present: Cllrs. Mrs. H. Cumberpatch (Chair), Mrs. C. McGann, D. Pringle, Mrs. L. Harley, G. Cotton, G. Lockwood, M. Westmoreland, G. Lewis & Mrs. J. Murden (Parish Hall Manager/ Asst. to the Clerk).

Clerk: Mrs. A.K. Smith.

- 41/19. To receive apologies for absence.
Apologies were received from MB. All in favour.
- 42/19. Declaration of Members' interests.
LH declared an "other" interest in item 46/19 on the agenda.
- 43/19. To note the minutes of previous meeting.
The minutes from the meeting held on 15th October 2019, were duly noted.
- 44/19. Matters arising from the minutes.
- (a). Emergency Lighting – recharge batteries.
It was noted that following the recent inspection, this no longer has to be carried out by Council staff but falls under the contractors' remit. It was therefore agreed to discharge this matter going forward.
- 45/19. Financial position to date.
It was noted that the Clerk had not received any queries prior to the meeting.
- It was noted that the Clerk still has to undertake some budget transfers between codes as previously agreed.
- It was RESOLVED to accept the 2019/2020 Salary Statements. All in favour.**
- It was RESOLVED to accept the 2019/2020 Committee Budget statement. All in favour.**

46/19. Caretaking/Maintenance Issues Update.

Caretaking Vacancies.

Members were asked to note the update that had been provided at the February Full Council meeting in this regard.

Foyer Roof Works - It was agreed that the order for these works can now be placed ready for the new financial year.

Clerk to action.

It was noted that the temporary flashing repair on the foyer roof carried out recently by one of the caretakers appears to be holding.

Fire Alarm & emergency lighting servicing arrangements etc. - progress report.

It was noted that all the relevant services have been completed. The certificates & details of any work that is required are currently being awaited. The PHM will then obtain quotes as necessary.

PHM to action.

Car Park - planned maintenance.

Members were asked to consider the latest email from Trent Bridge Construction.

It was RESOLVED to try & submit a grant application for the drainage works to NCC prior to the 28th February deadline using the Breedon quote. 7 for, 1 Abstention. Motion carried,

Clerk to action.

Solar Panels.

It was noted that the replacement inverter has been installed & is now generating. It was agreed therefore to discharge this matter from the agenda.

Central Heating System -

It was noted that staff have recently re-pressurized the boilers & all radiators have been bled. The thermostatic valves are now in the process of being checked individually by staff who will report back accordingly.

It was agreed that the servicing contractors should be contacted & asked why it was not picked up at the time of service that there was low pressure in the system.

Clerk to action.

47/19. Play Park Report.

Grounds Maintenance Works –

Following a detailed discussion, it was agreed to review this matter at the next Committee meeting once the caretaking situation has settled down into a routine & if the hedge has been cut by then from the landowner's side.

48/19. Fire Safety Regulations – Annual Review.

It was noted that this document has been completed & is available for Members inspection if requested.

49/19. Benchmarks for managing your Community Hall.

It was noted that following the refurbishment this document is in the process of being revised to reflect the changes to the building. It was agreed that the PHM should bring the draft revised document to the next Committee meeting for consideration.

50/19. Parish Hall Refurbishment Project- progress report.

Revaluation of the building – It was noted that this has now been completed & the insurance policy amended accordingly. Members were asked to note the budget implications of this revaluation.

It was RESOLVED to budget going forward for a bi-annual revaluation of the building. All in favour. Clerk to action.

Acoustic Works – These have now been completed & can therefore be discharged from the agenda.

Bar/Kitchen Refurbishments –

Following the recent re-painting works, the caretaking staff are currently investigating improvement options.

51/19. Annual Inventory.

This has now been completed & there are no actions to be brought to Members attention at this time.

52/19. Future Budget Plans.

Door improvements – funding is being sought for these works.
Blinds – no money has been allocated for these in the 20/21 budget.
External redecoration – £1,000 has been allocated towards this in the 20/21 budget.

PRS for Music – The Clerk reported that a new local authority tariff is to be introduced from 1st April 2020. The Council's renewal is

next due in January 2021. The Clerk was asked to forward the information electronically to all Members for consideration.

Clerk to action.

53/19. Review of the current Hall Hire Agreement.

Draft documents circulated to Members by the PHM for consideration. Members were asked to feed comments back to March full Council meeting for discussion.

Luncheon Club.

It was noted that the Luncheon Club will no longer meet at the Parish Hall going forward. Their equipment will be removed from the hall in the very near future.

It was noted that Members were sad to see the group leave the hall.

It was RESOLVED that the regular hirers charges be reviewed each April going forward. All in favour. PHM to action.

It was discussed that Members would like to receive a retrospective costings analysis in respect of running costs at the parish hall to assist them with their hall hire charge setting. It was agreed that the Clerk will provide this information in time for the April full Council meeting.

54/19. 2020/2021 Budget Proposals.

It was noted that an up to date document had been circulated to Members at the start of the meeting to keep them advised of the current position.

55/19. Legionella Risk Management Report.

It was noted that Members had previously been supplied with a copy of the report.

It was agreed that the Clerk should work through the recommendations & action them as appropriate.

Clerk to action.

56/19. Annual Review of hire charges.

Following a discussion earlier on the agenda, it was agreed to refer this matter to the April full Council meeting for consideration.

57/19. Misc. items of repair, maint. etc.

Members were asked to note the content of the 2019/2020 list which had been circulated prior to the meeting. No queries had been received in advance of the meeting.

58/19. To consider applications for hire - documents previously circulated.
No queries had been received by the P.H. Manager prior to the meeting.

59/19. Clerk's Report.
There was nothing further to report at this time.

60/19. Date of next meeting - Tuesday 23rd June 2020 - to be confirmed.
The meeting closed at approximately 20.40pm.

Signed.....Chairman

Date.....