

## HUNSTON PARISH COUNCIL

Registered Charity No: 305383

Minutes of a Meeting of Hunston Parish Council as Charity Trustee held on Wednesday 15 December 2015 in the Annexe at Hunston Village Hall.

Present: Mr S Baker, Mr K Furlong, Ms L Kenney (Chairman)  
Mr S Solliss

In attendance: Mrs C Smith (Clerk) 1 member of the public

The meeting commenced at 6.33pm.

### **36/15T Public Session.**

A resident raised a question regarding how decisions are made with regard to the village hall. Specifically, the issue of the proposed replacement of the lights was raised.

The resident was advised that the existing ceiling lights had started to drop out of the ceiling and they needed some work. As any work on the lights required the use of a scaffolding tower the decision was taken to review the lighting for the whole hall. A number of commercial electrical contractors had been invited to review the hall and offer advice. It was explained that in the longer term it was considered that it might be cost effective and easier to maintain if the lights were removed from the ceiling and wall uplighters were used.

The issue of communication was raised and the resident was advised that anyone with any concerns or issues was welcome to contact the Parish Council to discuss these in person. It was agreed that Minutes of meetings would be posted on the main parish noticeboard, although these were readily available to view on the Parish Council website.

The resident was also advised that the Parish Clerk worked on occasions during the week in the Annexe and that residents could pop in when she was there and raise any issues. It was agreed that in the New Year the Clerk would post the dates and times she would be in the Annexe on the window so that people would know when they could come and talk.

It was stated that communication was a two way process and that residents who had concerns also needed to make the effort to make these known to the Council or the Clerk in person as information passed through a number of people had a tendency to become confused.

The resident thanked the Chairman for the opportunity to speak and left the meeting.

### **37/15T Apologies for absence.**

Apologies for absence were received and accepted from Cllr Delaney-Beckford and Cllr Knowlson.

### **38/15T Minutes of the Trustee Meeting held on 7 October 2015.**

The Chairman called for the approval of the Minutes of the Trustee Meeting held on 7 October 2015. These were **AGREED** and the Chairman duly signed the Minutes as being a true record of the meeting.

**39/15T Storage issues and future storage options.**

It was noted that there remains a storage issue for the Village Hall. It was recommended that a water tight storage shed be purchased that would sit adjacent to the Annexe. This could then be used to store the staging and unused chairs.

It was also pointed out that a storage cupboard was previously agreed for the WI. This could then be put next to the Brownies cupboard.

There was some detailed discussion on the storage issues at the hall. It was then agreed that the idea of a storage shed was sensible but the Clerk was asked to investigate further the appropriate size and construction materials.

It was noted that the cage used by the Community Club was still not secure and the Clerk was asked to write to the Community Club and advise them to secure the cage.

**40/15T Replacement of the windows and doors.**

Approval has been received to spend the remainder of the Section 106 funds on the replacement of the windows and doors for the village hall. The costs of the work which includes the Community Club and snooker room is £7048.67. This leaves a shortfall in funding of £2731.59

It was noted that the Community Club licence agreement included a clause that placed a duty of financial co-operation on the Community Club to assist with the costs.

It was agreed that the Clerk should request a fuller breakdown of the costs of the replacement windows and doors so that the Trustee could consider an appropriate charge to the Community Club.

**41/15T Lighting in the main hall.**

It was noted that there were at the time only two quotes for consideration.

Neither of the quotes included the painting of the hall ceiling and it was agreed that a separate contractor would be required to carry this out.

There was some discussion on the type of lights proposed by the contractors. The Clerk was asked to establish whether the proposed lights were hot restrike lights, which can be switched on and off immediately.

It was agreed that lamp data was also required for the lights proposed.

The Clerk was asked to chase the outstanding quotation and to obtain separate quotes for the plastering and repainting of the ceiling after the lights had been removed.

**42/15T Responsibilities of the Clerk.**

As draft paper on the responsibilities of the Clerk with regard to the care of the village hall had been circulated. It was explained that this was required so that the Clerk would not have to call a meeting every time work was required. It remained the case that for major items of expenditure including for repair of maintenance would require the approval of the Trustee before work could proceed.

The Clerk Responsibilities document was approved.

**43/15T Risk assessments for the hall.**

A risk assessment template from the Health and Safety Executive website had previously been circulated. There was a short discussion on the provision of risk assessments around food preparation.

A review of fire risk assessments was also undertaken. A fire risk assessment from 2008 was produced. It was thought that there had been a more recent assessment undertaken and the Chairman would try and locate this document.

It was noted that there had not been a fire drill at the hall for some time and there were no signs to explain where the assembly points were in case of a fire. It was also noted that a number of the fire sprays and the fire blanket needed checking and replacing/fixing where appropriate.

It was agreed that Cllr Furlong and the Clerk would undertake the risk assessments for the hall. The Clerk would also arrange for the fire sprays and fire blanket to be serviced and fixed in place.

It was also noted that the Clerk was booked onto a First Aid course in January 2016.

**44/15T Annual review of the Fixed Asset Register**

The Fixed Asset Register as presented was approved.

**45/15T Annual Insurance schedule.**

The annual insurance schedule having been previously circulated was approved.

**46/15T Hire charges for 2016.**

Hire charges for 2016 were discussed. It was noted that charges for the hall remain consistent with other local facilities.

Charges were agreed as follows:

Business users	£15.00 per hour
Casual/non resident users	£12.00 per hour
Resident users	£10.00 per hour

It was also agreed that the Village Hall may give discretionary donations to charities who wish to hire the hall.

It was also agreed that for casual bookings made in 2016 a hire charge of £20 would be made for use of the kitchen facilities.

**47/15T Finance.**

**47.1 Balance sheet to 30 November 2015**

The balance sheet for the year up to the 30 November 2015 was approved.

**47.2 Payments for authorisation December 2015**

The accounts for payment were approved.

**47.3 Charity Year end date.**

The Clerk explained that the Charity year end date was currently 31 December and asked whether this should remain or whether the year end should be brought in line with the Parish Council year end of 31 March. It was agreed that the Charity Year end would remain as 31 December.

47.4 Budget for future years.

The Clerk explained that having only 11 months' actual income/expenditure to date this was rather more a guide to projected income & expenditure than a budget. This was noted and the Budget for 2016 was approved.

Signed \_\_\_\_\_ Date \_\_\_\_\_  
Chairman