

ALBOURNE PARISH COUNCIL [2020]

Minutes of the meeting of Albourne Parish Council (Village Hall Management Committee) - meeting as the Trustee of the Albourne Village Hall held on Tuesday, 25th February 2020

Present: Councillor Graham Stafford (GS)
Councillor Jerry Butler (JB) (Acting Chairman)
Councillor Suzi Sawyer (SS)
Councillor John Drew (JD)
Councillor Di Smith (DS)
Mick Gratton (MG)
George Hammond (GH)

In attendance: Iain McLean (Parish Council Clerk); Jenny Gratton (VH Treasurer)

The meeting commenced at 7.00 p.m.

1. **Apologies for absence.** There were no apologies for absence and no declarations of interest.
2. **Approval of minutes of the previous meeting.** The minutes of the last meeting held on 17th December 2019 were formally approved by those present, and duly signed off as a true record by JB.
3. **Matters arising.** There were none, not otherwise covered in these minutes.
4. **Domestic issues – unwanted activity around the Village Hall.** JB is still looking into the CCTV issues, and hopes to progress obtaining some quotes for this soon. **Future Floor Care and recent damage.** It was noted and agreed in principle that the whole floor does need replacing, given its age and condition, including the toilet areas. Jenny Gratton said that she would be prepared to obtain 3 quotes for the project, so that the matter can be taken forward. **On line calendar.** Jenny Gratton has made progress with regard to this initiative for VH bookings, with a link on to the PC website. It will not reveal personal details of hirers, but will show the taken slots, so that potential hirers can more readily see

what is available. **Maintenance of the Hall.** This needs to be done professionally in the future, both inside and out. The soffits and fascias need doing, and so formal quotes will be obtained for this. However, the asbestos issue needs to be checked. Jenny Gratton said that she will progress this. It was noted that the roof leak has been fixed, but the roof itself needs to be cleaned, so as to help prevent water penetration. MG will progress this.

- 5. Financial Statement.** The financial Statement provided by the Treasurer was read out by JB, and a copy will be with the minutes (and is available from the Clerk). On the review of the hire charges, a proposals paper had been circulated prior to the meeting. After discussion, it was **AGREED** to adopt the recommendations set out in the document, except that where the hourly rate is proposed at £11-10, it be increased to £11-50. It was also agreed that in view of the removal of the standard discount, any one-off discounts in the future, will need the prior approval of the VHMC. On the honoraria review, a proposals paper had been circulated prior to the meeting, and after discussion, the proposals were **AGREED**, except that the hourly cleaning rate is £10, the honoraria rate for the Bookings Secretary is £360 per annum, and for the Treasurer is £660 per annum. The cleaning schedule was also discussed and agreed, but the cleaning of the oven in the kitchen needs to be included. The hiring document also needs to make clear what is expected of hirers in terms of cleaning the kitchen after use.

It was also agreed under this discussion, that there should be an item on the next Agenda to consider the vacant co-opted space on the VHMC. It was thought appropriate that this should be a representative from the regular hirers of the Hall, and someone from the Under 5s Group would be the ideal preference.

- 6. Projects. Chairs.** It was noted and **AGREED** that a further 36 racked chairs be purchased, so as to get up to the minimum of at least 72 good chairs. Some of the old ones will need to be disposed of, and MG will take this forward. Garage roof. MG is obtaining a revised quote for the repair, which will include the disposal of any asbestos. In all, there will be the three quotes to compare, so that a decision can be made on the preferred contractor in due course. Cupboard over the toilet conversion. The work is being done over the 5th and 6th April 2020.
- 7. Social Groups feedback.** The quiz night for the 29th February 2020 is all set to go, but that after discussion, and despite the minutes of the last meeting, it was noted that the Church is now the hirer of the Hall in the normal way, and will not in fact be using the pub bar. The VE day celebration preparations are continuing well, and everyone in the Village will be leafleted about the event. The organisers have a schedule of the costs of putting on the event, and asked the VHMC for a contribution towards these costs. After due consideration, it was **AGREED** to make a contribution of £300.
- 8. Any other business.** DS raised an issue of some alleged racism in the Village, but it was agreed that this is not really a matter for the VHMC, and that the appropriate authorities, e.g. the local PCSO, or the police, should be alerted if any

instances of this type of behaviour continue.

9. **Date of next meeting.** This was agreed for Tuesday, 19th May 2020 at 7.00 p.m.

The meeting ended at 9.00 p.m.

SIGNED as a true record.....

Chairman

DATED.....2020