

ALBOURNE PARISH COUNCIL [2024]

Minutes of the meeting of Albourne Parish Council (Village Hall Management Committee) - meeting as the Trustee of the Albourne Village Hall held on Thursday, 4th January 2024 in Albourne Village Hall.

Present: Councillor Di Smith (Chair) (DS)
Councillor Suzi Sawyer (Vice Chair elect) (SS)
Councillor Shane Axtell (SA)
Councillor Imelda Spencer (IS)DS
Councillor John Spencer (JS)
Eve Gerhold (EG)/Tina Ware (TW)
Christopher Davies (CD)
Dave Robson (DR) from item 3)

In attendance: Iain McLean (Parish Council Clerk) (attending by Zoom), Gail Murray (Treasurer), Sandra Axtell (Bookings Secretary).

The meeting commenced at 7.00 p.m.

1. **Housekeeping.** The Chair opened the meeting, and welcomed everyone present. There were no apologies for absence, and there were no declarations of interest from Councillors on this occasion.
2. **Election of Vice Chairman.** Following the agreement to elect a Vice Chair of the Committee, it was proposed by DS and seconded by CD that Cllr Suzi Sawyer be elected to the office of Vice Chair of the Committee. It was then unanimously **RESOLVED** to elect SS to the office accordingly.
3. **Committee Vacancy.** The position having been vacant for some months, the Chairman introduced a candidate for the third co-opted member on the Committee. Accordingly, it was proposed by DS and seconded by SA that Dave Robson be appointed to the position. Accordingly it was unanimously **RESOLVED** to appoint Dave Robson as the third co-opted member of the Committee, and he duly took his place on the Committee from this item.

4. **Approval of minutes of the previous meeting.** The minutes of the last meeting held on 31st October 2023 were formally approved by those present, and duly signed off as a true record by Cllr DS.
5. **Matters arising.** There were none arising on this occasion.
6. **Domestic issues – Deep Clean/Decoration.** DS commented that IS had made a very good job of the areas that she had agreed to clean. The decoration is still to be done (additional estimates/quotes are being sought), although the deep clean has nearly been completed. **Handyman.** There are a number of routine maintenance matters that come up from time to time. Rather than deal with these separately on an ad-hoc basis, it was suggested that the Committee has a handyman, or persons, who can take on these jobs as a matter of course. CD had volunteered to be the main person for this, although it was also agreed that a What's-App group of members would be set up to take this forward. Accordingly, it was proposed by DS and seconded by SS to agree the proposal, and it was further proposed by SS and seconded by IS to pay an hourly rate for such work of £12-50 per hour. It was then unanimously **RESOLVED** to proceed on this basis. **Chairs.** This was discussed under item 8 below.
7. **Financial Statement and matters. 1.** Gail Murray reported the latest figures on the current account balance and deposit savings amount, and both remain in a healthy position. She will circulate her written report after the meeting, and the document will form part of these minutes. **2.** The decision taken in correspondence on the grounds of urgency, to make an ex-gratia payment to the former Treasurer, for work done pending the handover to the new Treasurer was noted for the record.
8. **Projects. Garage current status and garage contents and their future.** There are only a very few items now stored in the garage, and the Under 5s Group have made a good job of clearing out their items. However, it will generally put more pressure on the storage availability within the Village Hall itself, and this will need to be looked into and resolved. **Rolling list of actions.** DS went through the three lists (completed, not completed, need agreement) which had been circulated to members earlier. It was noted that a lot of tasks had been completed, but others need a named person responsible for the item, and a timeline to the completion of it. However, the main outstanding matters were (i) the Hall curtains need washing, and this will be taken up, (ii) the booking form on the website needs updating with the correct contact details, and the Clerk will do this, (iii) the issue of separate, dedicated email addresses for members needs to be pursued, and SA and Dan Smith (who attended the meeting and gave a presentation) will take this forward. It will be linked to the website, and the possibility of having a separate website for the Village Hall will also be investigated, (iv) the Under 5s Wallboard needs to be removed and stored, (v) on the chairs issue, there is a storage issue in terms of ease of access. However, it was agreed that for the moment, a further rack of 32 chairs need to be acquired, which should take the total of decent chairs

up to 60. If more are required for any particular event, then they could be hired in, (vi) there had been an independent fire risk assessment, which had given an all clear, though with some minor suggestions, such as the direction of the opening of the outside gate, (vii) further work needs to be done in terms of procuring an overhead projector and screen (in terms of cost), and where best these should be located.

9. **Social activities. Albourne Arms (Pop-up Pub).** Broadly speaking, this continues to do well, but attendance is still quite variable. **Future Events.** There are none fixed at present, but DS still hopes to organise a quiz night sometime later this month, or in February.

10. **Any other business.** A regular booking over the Christmas period, and the amount charged for the event was discussed. It was agreed that this needs to be reviewed, and a different approach taken in the future.

11. **Date of next meeting.** This was agreed for Thursday, 28th March 2024 at 7.00 p.m. in the Village Hall, and DS will book the Hall.

The meeting ended at 9.05 p.m.

SIGNED as a true record.....

Chairman

DATED.....2024