

## HUNSTON PARISH COUNCIL

Registered Charity No: 305383

Minutes of a Meeting of Hunston Parish Council as Charity Trustee held on Wednesday 10 February at 6.00pm in the Annexe at Hunston Village Hall.

Present: Mr S Baker, Mrs B Delaney-Beckford, Mrs S Gregory, Ms E Kenney (Chairman), Mr S Solliss.

In attendance: Mrs C Smith (Clerk)

### **1/16T Public Session.**

There were no members of the public present.

### **2/16T Apologies for absence.**

Apologies for absence were received and accepted from Cllr Furlong and Cllr Knowlson.

### **3/16T Minutes of the Trustee Meeting held on 15 December 2015.**

The Chairman called for the approval of the Minutes of the Trustee meeting held on 15 December 2015. These were **AGREED** and the Chairman duly signed the Minutes as being a true record of the meeting.

### **4/16T Replacement of the windows and doors.**

A breakdown of costs from the preferred supplier were circulated to Councillors. Additionally, a breakdown of how the costs are apportioned to the hall and the Community Club areas were provided. It was noted that the Section 106 funding was allocated across the whole project. Assuming a 50/50 split between the Trustee and the Community Club for the replacement of their doors and windows the cost to the Community Club amounts to around £500. The supplier requires about 4 weeks notice and may take up to four days to complete the work.

It was agreed that the Clerk be requested to seek a suitable start date for the windows and doors to be replaced so that the minimum amount of disruption to current users could be achieved.

It was agreed that the Clerk should be asked to write to the Community Club and explain how the costs of the windows project would be apportioned and that the allocations of costs to the Community Club would be made at the end of the year.

It was noted that the immediate cost to the village hall would be in the region of £2700 and there was a recommendation that the Trustee should seek a loan from the Parish Council to help with the costs. It was agreed that the Trustee would request a loan from the Parish Council of £1800 to assist with the costs in the short term. The Clerk was also asked to establish whether a deposit would be required.

### **5/16T Hall bookings**

The Clerk reported that the number of bookings for the hall is steadily increasing. Unfortunately, there have also been a number of complaints

about the state of the hall, damage and reports of people throwing up in the toilets which are also used by the Community Club.

Last month a booking was taken from a resident who requested the use of the hall for his son's graduation – a party for family and friends. Late on the evening of the booking the Clerk was called by the Caretaker reporting a problem with the partygoers. The resident was charged an additional £250 to help affray the costs of cleaning the hall and repairing a broken picture. The resident did apologies most profusely for the turn of events.

This type of problem is not an isolated event and it would seem that hirers are being cagey about the detail of their events because of the difficulties in organising venues for 18<sup>th</sup> and 21<sup>st</sup> birthday parties.

A number of options were put forward for consideration.

To engage the services of a suitable security contractor to ensure that any party bookings do not get out of hand.

To increase the security deposit for all party bookings to £300 with immediate effect.

To engage the services of a cleaning contractor to be on call for all party bookings.

Councillors discussed in detail all of the options presented. It was felt that the only way to ensure that parties did not get out of hand was to employ the services of a SIA registered security person. A survey of other nearby halls revealed that in general halls have stopped allowing 18<sup>th</sup> or 21<sup>st</sup> birthday parties at their venues. Many local halls required a greater security deposit than Hunston currently has in place.

It was suggested that the Terms and Conditions of hire be amended to reflect the following;

- There will be no 18<sup>th</sup> or 21<sup>st</sup> birthday parties.
- The Clerk has the discretion to request references for bookings
- Any party that involves the sale of alcohol will require the provision of a suitable security person who would be arranged by the Parish Council and charged to the hirer.
- A cancellation policy which states that there will be no refunds if an event is cancelled within four weeks of the booking unless there are exceptional circumstances.
- The Trustees have a zero tolerance for the abuse of the facilities and that the Police will be called to any event at the first sign of any trouble.
- Any event that includes the sale of alcohol will require a substantial deposit, notwithstanding that reasonable party users will have their deposit returned.
- Children's parties may be accepted whilst the children are at primary school.

It was agreed that the Clerk would draw up revised terms and conditions for approval.

It was also suggested that protective film be put on all of the pictures/certificates in the hall way so that if they were broken the glass could not cut anyone.

**6/16T Hall Cleaning contract.**

The current cleaner gave notice to end her contract effective 31 January 2016. Quotations were sought from three local Cleaning Contractors and a summary of the costs were presented to Councillors.

It has been suggested that the cleaners could also be asked to come in and provide a cleaning service where there had been an event over the weekend. It was agreed that even if there were no bookings that the toilets should be cleaned and checked on a daily basis.

It was agreed to award the cleaning contract to Contractor B whose costs were the most competitive and included environmentally friendly products. The Clerk was asked to make contact with the company and establish when they would be able to start.

**7/16T Fundraising.**

The Clerk reported that there were still a significant number of repairs/refurbishments that require sorting at the hall; the repair/replacement of the roof light in the hallway, the carpet tiles need replacing, the room used as a Referees room requires gutting and refurbishment into a disabled toilet/wet room.

The Clerk highlighted the possibility of funding from West Sussex County Council via their Big Society fund which may help towards the cost of providing a disabled toilet. It was agreed that the Clerk should make the appropriate enquiries through Margaret Evans (County Councillor).

It was thought that the hall had an indoor skittle alley and other options included quiz and curry nights. It was suggested that a meeting of the Village Hall Committee be organised to look at fund raising and that members of the village hall user groups be invited to sit on the committee.

The Clerk highlighted 'Give as you Live' which was a way where residents could help raise funds for the hall. By registering online and shopping through the website, shopping bar or mobile app - earn a percentage of your purchase total from the retailer, which they turn into a donation for your chosen charity. It was agreed that this information be published on the website and Facebook.

**8/16T Finance.**

**8.1 Balance sheet to 31 December 2015**

The balance sheet for the year ending 31 December 2015 was approved.

**8.2 Balance sheet to 31 January 2016**

The balance sheet for the year to 31 January 2016 was approved.

**8.3 Payments for authorisation (including ratification of recent payments made).**

The accounts for payment were approved.

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