

HUNSTON PARISH COUNCIL

Registered Charity No: 305383

Minutes of a Meeting of Hunston Parish Council as Charity Trustee held on Wednesday 13 April in the Annexe at Hunston Village Hall to transact the following business.

Present: Mr S Baker (Chairman), Mrs S Gregory, Mr S Solliss

In attendance: Mrs C Smith (Clerk)

The meeting commenced at 6.35pm

1. Public Session.

No members of public present.

2. Apologies for absence.

Apologies for absence were received and accepted from Cllr Furlong. It was noted that both Cllr Delaney-Beckford and Cllr Kenney had resigned from the Parish Council that day.

3. Minutes of the Trustee Meeting held on 10 February 2016.

The Chairman called for the approval of the Minutes of the Trustee meeting held on 10 February 2016. These were **APPROVED** and the Chairman duly signed the Minutes as being a true record of the meeting.

4. Updates on recent work at the hall.

Annual Service of Emergency Lighting/Fire Alarms

Two of the Emergency Lights were replaced and there was a recommendation for additional lights in the Boiler room. Given that when anyone is in the Boiler room the doors are always open and there is emergency lighting in the rear corridor this was deemed unnecessary.

There is currently no fire alarm system in the hall except for a hand turned bell. There was a recommendation that hall and Community Club should be on the same system. It was agreed to look and the possibility of having a wireless system throughout the building. It was also agreed that the Trustee needed to understand whether having a proper Fire Alarm system was mandatory for the hall as a public building. The Clerk was asked to make the appropriate enquiries.

It was noted that there was a requirement to undertake a Fire Risk assessment and there was some discussion on who should do this and what issues could arise if the Trustee undertook this themselves. The Clerk was asked to check the Insurance requirements. In the meantime, Cllr Baker agreed to review the last Fire Risk Assessment undertaken in 2008 and compare this to the one provided by West Sussex Fire service.

Annual Service of Fire extinguishers

Two new fire extinguishers had been provided to replace two that had been previously let off. The Fire extinguisher and Fire Blanket for the kitchen were now in place.

Maintenance work on the Boilers

The Clerk gave an update on the work that had been carried out. There was some discussion about the possibility of having a service contract with the Gas/Electricity suppliers so that if there was a problem it would be quick and easy to call out an engineer to fix a problem. It was agreed that the Clerk should contact the suppliers to see if this was possible and what the ongoing costs might be. Alongside this it was suggested that the Trustee looks at replacing both boilers with one new boiler that would cover both the hall and the Community Club. It was pointed out that there had been some merit in having two boilers in that if one failed then the heating system could be run through the other boiler.

It was acknowledged that there was a need to consider a strategy for keeping a maintenance fund to immediately replace the boilers if they fail.

5. Key Box for regular users of the Hall.

It was noted that the new doors were now fitted and that there would be only six keys. There was some discussion about the lack of any control or knowledge over who actually had keys to the hall. It was suggested that an additional key box for regular users be installed. This was approved.

6. Village Hall Committee.

The Chairman explained that there used to be a separate Village Hall Management Committee until the Parish Council took over as Trustee in 2015. The Trustee is required to hold a number of meetings each year and is solely responsible for the decision making process as far as setting the budgets and hiring rates are concerned. As the Trustee has been getting to grips with the requirements for operating the hall it has been dealing with day to day issues as part of the Trustee meetings. Although it was noted that the Trustee had approved the setup of a Village Hall Committee to deal with the running of the hall it was agreed that this required a review. Other options such as inviting hall users to the Trustee Meetings were considered. It was agreed that the object was to have a system that made it simpler for the Trustee and regular hall users to raise any issues.

It was agreed to review the idea of the Village Hall Committee at the Village Hall AGM in May with a view to setting up an appropriate system for the future.

7. Finance:

Balance sheet to 31 March 2016

The balance sheet to 31 March 2016 was presented and accepted.

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

The accounts for payment were approved.

Signed _____ Date _____
Chairman