

## HUNSTON PARISH COUNCIL

Registered Charity No: 305383

Minutes of a Meeting of Hunston Parish Council as Charity Trustee held on **Wednesday 2 November 2016** in the Annexe at Hunston Village Hall.

Present: Mr S Baker, Mrs S Gregory, Mr K Furlong, Mr P Marshall  
Mr C Vinten, Mr S Solliss

In attendance: Mrs C Smith (Clerk)

### **16/16T Public Session**

None.

### **17/16T Apologies for absence.**

Apologies for absence were received and accepted from Cllr Foster

### **18/16T Minutes of the Trustee Meeting held on 13 April 2016.**

The Chairman called for the approval of the Minutes of the Trustee Meeting held on 13 April 2016. These were **APPROVED** and the Chairman duly signed the Minutes as being a true record of the meeting.

### **19/16T Maintenance issues.**

A schedule of work that requires consideration in the village hall was presented. A number of the items of work were discussed.

The leak in the roof of the entrance corridor requires urgent attention.

Three quotes to repair the leak had been sought. All of the Contractors had been up on the roof to look at the problem and all had agreed that the location of the leak and that it was not affected by the rooflight.

Contractor A	£ 420.00	Sealing the leak & replacing broken tiles
Contractor B	£ 834.00	Supplying & fitting new felt on splits including felting the upstands to the corner of the rooflight. Replace broken tiles.
Contractor C	£2652.00	Cleaning out gully and installing sealant, Replace broken tiles. Additional work on the rooflight and fibreglass roof.

The figures above include VAT. It was noted that all of the Contractors had indicated that the work to repair the roof leak should not affect the replacement of the rooflight in due course.

The flat roof was showing signs of flaking in a couple of areas. Although this was not an immediate priority it would need to be attended at some point.

**RESOLVED** that the quotation from Contractor B is accepted and the Contractor is asked to undertake the work as soon as possible.

There was some discussion on the remaining items on the schedule and it was noted that some of the items were maintenance problems and others were more cosmetic.

It was agreed that the Clerk should engage a contractor to install an additional light switch in the rear passageway near to the main hall door and to put in an additional external light near the front end of the side passage for health and safety reasons.

Other items on the schedule are to be investigated for costings.

**20/16T Fund Raising.**

It was noted that the Village Hall does not make enough to plan for future maintenance projects. A need to look at ways of raising more funds to put the hall on a more stable footing was identified.

Options that were discussed included;

- Running a lottery or 100 Club
- Holding fund raising events such as Quiz nights, Race nights, music events, beer/wine tasting events.
- Better marketing of the hall including producing a flyer.
- Promoting details of the hall on the website and on social media
- Putting information on the hall in the newsletter
- Liaising with other local halls to seek overspill bookings

There was also discussion on the costs and difficulties around the cleaning of the hall. It was agreed to review the current cleaning contracts. It was noted that the contractors had offered a temporary reduction in fees and the Clerk was asked to confirm acceptance of this alongside a reduction in hours.

**21/16T Finance.**

21.1 Balance sheet to 31 October 2016

A review of the income and expenditure to date was undertaken. There was concern that despite having renegotiated the gas and electricity costs the expenditure had risen considerably. It was agreed that a review of the consumption should take place.

The balance sheet was then noted.

21.2 Payments for authorisation

The schedule of payments was **APPROVED.**

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