

HUNSTON PARISH COUNCIL

Registered Charity No: 305383

Minutes of a Meeting of Hunston Parish Council as Charity Trustee held on Wednesday 7 June 2017 in the Annexe at Hunston Village Hall.

Present: Mr S Baker (Chairman), Mrs J Foster, Mrs S Gregory

In attendance: Mrs C Smith (Clerk)

The meeting commenced at 7.00pm

1/17T **Public Session**

Nothing to report.

2/17T **Apologies for absence.**

Apologies for absence were received and accepted from Cllr Marshall and Cllr Vinton.

3/17T **Minutes of the Trustee Meeting held on 2 November 2016.**

On a proposal from the Chairman it was **RESOLVED** that the Minutes of the Trustee meeting held on 2 November 2016 be confirmed as a true and correct record and that they be signed by the Chairman.

4/17T **Maintenance issues.**

4.1 Men's Toilets

Three quotes had been received to replace the urinals in the men's toilets. The quotations had been reviewed and one contractor who had provided the most comprehensive quote was recommended for approval. Details of the quotes were discussed including the proposal to sit the new urinal unit into the floor. It was suggested that under the licence agreement some of the cost of the new men's urinals would be borne by the Community Club. It was also suggested that the Trustee could apply to the Parish Council for a grant to offset some of the cost of the new toilets. It was agreed that Finest Bathrooms provided the best long term solution to the current issues and would be awarded the contract to undertake the work.

4.2 Rear hallway repairs

Details of the quote to make repairs and repaint the rear hallway were circulated to Councillors. It was noted that the costs would be shared between the Village Hall and the Community Club as per the licence agreement.

RESOLVED that the Clerk be authorised to make the necessary arrangements for the work to be carried out.

4.3 Replacement of carpet tiles

The Chairman reported that a supplier had provided a quotation for the replacement of the carpet tiles in the rear corridor. The quote had been to provide hardwearing wood laminate flooring at a cost of £1548. Issues with a slight raised area in the corridor were highlighted.

It was suggested that the Trustee looked at obtaining kitchen/bathroom friendly laminate flooring from local DIY stores. It was agreed that the Chairman and the Clerk would pursue this suggestion and obtain alternative costings.

4.4 Replacement of the roof light

It was noted that funding for the replacement of the hall rooflight had been received and it was agreed that this needed to be actioned before the end of the summer. The Clerk was authorised to contact the approved contractor to arrange for the work to be completed.

4.5 Replacement lighting in the entrance hall and side passage

Problems with the lights in the entrance hall and side passage and front car park were explained. It was noted that the Clerk was awaiting details of a quotation to replace the hallway lights. It was agreed that an additional motion sensitive light was required for the front of the side passage. It was also agreed that the Village Hall electrical contractors also be asked to check the motions sensor lights at the front of the building and to look at changing the two lights at the rear of the passage to motion sensitive lights.

4.6 Cleaning

The Chairman highlighted complaints that had been made by the contracted cleaning company, these included the quality of the cleaning and the amount of time being allocated each day.

The Chairman had met with the cleaning company to discuss all the issues and an action plan had been agreed. This included the cleaner and the Trustee keeping a log of any issues as they arise. Since the meeting it had become evident that nothing was improving and there was evidence that the cleaner was not spending the allotted time at the hall each day. The cleaning company had advised that the cleaner had sometimes returned later in the day to complete the agreed hours. There was no evidence that this was the case.

After some discussion, it was agreed to give the current cleaning company notice of termination of their contract. It was also agreed that the Trustee would advertise the role of village hall cleaner, for 5 days a week, one hour a day to take on the role. This would be a paid employee role. If there was a gap between the end of the cleaning contract and the appointment of a new cleaner the caretaker would be asked to fill in on a temporary basis. The role will be advertised on the noticeboards, in the village shops and at the local Job Centre.

5/17T Accounts for the year ending 31 December 2016.

The accounts for the year ended 31 December 2016 were presented and approved. It was noted that the hall had made a loss of approximately £1600 in 2016.

RESOLVED that the Clerk be authorised to make the necessary declaration and submission to the Charity Commission.

6/17T Village Hall Fixed Asset Register

The Village Hall Fixed Asset Register was presented as a working document which would be updated on an ongoing basis. The Fixed Asset Register as presented was approved.

7/17T Village Hall Risk Assessments

This item was deferred to the next meeting.

8/17T Finance

8.1 Balance sheet to 31 May 2017

A review of the income and expenditure to date had been circulated. It was noted that communication had taken place with the Community Club over the electricity costs. The balance sheet was then noted.

8.2 Payments for authorisation

The schedule of payments was **APPROVED**

Signed _____ Date _____
Chairman