

HUNSTON PARISH COUNCIL

Registered Charity No: 305383

Minutes of a Meeting of Hunston Parish Council as Charity Trustee held on Wednesday 27 September 2017 in the Annexe at Hunston Village Hall.

Present: Mr S Baker (Chairman), Mrs J Foster, Mr P Marshall,
Mr C Vinton

In attendance: Mrs C Smith

The meeting commenced at 7.08pm

9/17T **Public Session.**

Nothing to report.

10/17T **Apologies for absence.**

Apologies for absence were received and accepted from Cllr Gregory.

11/17T **Minutes of the Trustee Meeting held on 7 June 2017.**

On a proposal from Cllr Vinton, seconded by Cllr Foster it was **RESOLVED** that the Minutes of the Trustee Meeting held on 7 June 2017 be confirmed as a true and correct record and they be signed by the Chairman.

12/17T **Maintenance issues.**

12.1 Gents Toilets

The new urinals have now been installed along with a new flow control device and new hand drier. There had been some issues with the urinals but it was considered that these issues related to usage rather than any problems with the facility.

There would be a discussion with the contractor for any thoughts on how to help relieve some of the issues.

12.2 Rear hallway repairs

Considerable work had been undertaken on refurbishing the rear corridor. Further work required included the repainting of the door frames and doors in the corridor, the repainting of the Ladies and gents toilets.

A quote for these two aspects had been provided to the Council.

It was **RESOLVED** that work on the rear corridor doors be approved for October and the work to repaint the ladies and gents toilets be approved for November.

It was noted that the work undertaken by the contractor to date had been well received.

12.3 Replacement of carpet tiles

Quotes for the replacement of the tiles were being revisited. It was agreed that an economic solution that was hard wearing and easy to maintain should be sought.

12.4 Replacement of the roof light

Councillors were reminded that the Parish Council had already received funding for the replacement of the rooflight in the entrance to the hall. The previously preferred contractor would only supply and fit the new rooflight and further cost would need to be incurred to have the old rooflight

removed. The contractors who had provided the quote to remove the old rooflight had also supplied a revised quote that also included the supply and fitting of a new rooflight that was approximately £2000 lower than the costs of have two separate contractors complete the project.

It was agreed that the rooflight was an attractive feature for the hall. A question was raised about any guarantee for the rooflight and the work to install it.

It was **RESOLVED** to proceed with the one contractor to remove the old rooflight, supply and fit a new UPVC rooflight subject to confirmation of the necessary guarantees being in place.

12.5 Replacement lighting in the entrance hall and side passage

A quotation for a range of tasks had been presented to the Council. The Parish Council considered each of the tasks and agreed a number of amendments/deferrals.

It was **RESOLVED** that the electrical contractors be asked to;

- Supply and fit replacement LED lights in the entrance hall near to the front door.
- To remove and make safe the broken double socket in the chair store area.
- To arrange for a revised visit from the contractor to talk through alternative solutions to the lighting of the front car park.
- To arrange for a revised visit from the contractor to talk through alternative solutions to the lighting of the side passageway.

12.6 Cleaning

The Clerk reported that the current arrangements for the provision of cleaning for the hall seemed to be working well and that many users had commented that the cleaning was being carried out well.

It was agreed to leave the current arrangements in place at this time.

13/17T **Village Hall Risk Assessments**

The Clerk advised that these were being finished off and would be circulated once completed.

14/17T **Hire rates for 2018**

It was noted that the hire rates for users had not been changed for many years. The hire rates were broadly comparable to other halls locally.

It was noted that there were still a significant number of maintenance issues to be addressed and costs for utilities were increasing. It was proposed to put up charges by £1 an hour from 1st January 2018.

It was **RESOLVED** that hire charges should be increased across the board by £1 per hour from 1st January 2018 and that this be reviewed annually.

15/17T **Finance:**

15.1 Balance sheet to 31 August 2017

A review of the income and expenditure to date had been circulated. As the Parish Council had provided the new urinals the balance on the account had been maintained at a reasonable level. The balance sheet was noted.

It was reported that a review with the Community Club over the licence agreement and share of costs was being undertaken.

15.2 Payments for authorisation
The schedule of payments was **APPROVED**.

Signed _____ Date _____
Chairman