

HUNSTON PARISH COUNCIL

Registered Charity No: 305383

Minutes of a Meeting of Hunston Parish Council as Charity Trustee held on Wednesday 16 May 2018 in the Annexe at Hunston Village Hall.

Present: Mr S Baker (Chairman), Mrs J Foster,
Mrs S Gregory, Miss A Smith, Mr C Vinton

In attendance: Mrs C Smith (Clerk), 0 members of public

10/18T Public Session.

None

11/18T Apologies for absence.

Apologies were received and accepted from Cllr Betts

12/18T Minutes of the Trustee Meeting held on 7 February 2018.

On a proposal from Cllr Foster, seconded by Cllr Gregory it was **RESOLVED** that the Minutes of the Trustee meeting held on 7 February 2018 be confirmed as a true and correct record of the meeting and they be signed by the Chairman.

13/18T Matters arising from the Minutes of the Trustee Meeting, 7 February 2018.

Village Tea Party

The tea party had been very successful around 120 people came to the event. £466 was made from the event. It was agreed that it would go ahead next year. An after-event meeting had taken place with the organising committee and suggestions made for future events. Those who had worked on the event had been written to thanking them for their hard work as had the organisations that had donated raffle prizes.

Plans were suggested for an event in September on the playing field. Hunston Village Picnic and Vintage Fete. It was suggested to do this in conjunction with the Church and Community Club.

Cllr Vinton arrived.

14/18T Maintenance issues.

Items that needed carrying out include the Periodic Testing and PAT testing. The Periodic Test will cost around £7/800. This can be done by the previous contractors or someone new. It was suggested that the previous contractors be asked to carry out the periodic inspection. It was **RESOLVED** that the previous contractors be requested to undertake the periodic testing.

It was reported that the PAT testing would be undertaken at the end of the week.

Cllr Foster and Cllr Baker had undertaken the walk round of the facilities with the Chairman of the Community Club and a list of issues was made. It

was suggested that the Parish Council focus firstly on issues that have an impact on the club.

Comment was raised about the Community Club cellar which was only partially insulated and the suggestion this had contributed to the mould on the gents' toilets. Consideration was given to giving the walls of the toilets a coat of paint to improve the look and provision of smaller more efficient radiators which may also help when looking at options for the disabled toilet. It was also agreed to replace the cracked mirror in the ladies' toilets.

Once the work on the toilets had been carried out the Community Club would be asked to insulate the rest of the cellar.

There was also concern about cleaning of the floor tiles in the gents and changing rooms not being cleaned properly.

The Chairman gave a report on the football club and use of the changing rooms. With the football season now over there was a need to consider what to do next season. The charges made by Chichester District Council for pitch and pavilion use were reported. A charge was suggested for the use of the changing rooms but that the football club should be sent one charge with the costs being split between the hall and the Parish Council. There was some discussion on what had happened previously. It was agreed that part of the charge for the football club should include a contribution for the use of the changing rooms.

It was agreed that a deep clean of the changing rooms, men's toilet floor and kitchen ovens should be organised.

Consideration was given to taking the cleaning of the changing rooms back and charging for it.

It was also noted that the door mat at the entrance to the hall had become a trip hazard and the clerk was requested to investigate purchasing a new one.

15/18T General Data Protection Regulations.

The Parish Council will be adopting a new Data Protection Policy, Privacy Notice and Data Subject Access Request procedure at the Council meeting and this will cover the Village Hall as well. The booking forms for the village hall have now been amended to comply with the new GDPR.

16/18T Contracts for Gas and Electricity.

Further information was being sought and it was agreed to defer this until all the information was available.

17/18T Promotion of the Village Hall.

The Parish Council is the Trustee of the village hall, this used to be the role of a Village Hall Management Committee. A suggestion was raised as to whether there was any value in having a wider committee that looked after the day to day issues for the hall.

Concern was raised about the number of projects on the go at the moment. A suggestion as made to having a promotions committee and involving current users in this. It was acknowledged that the village hall needed its own website and other ideas on promoting the hall were discussed. It was agreed to set up a working party to look at options with Cllr Smith taking the lead.

18/18T Finance.

18.1 Balance sheet to 30 April 2018

A review of the income and expenditure to date had been circulated. The balance sheet was noted.

18.2 Payments for authorisation.

On a proposal from Cllr Foster, seconded by Cllr Vinton it was **RESOLVED** that the payments presented be authorised for payment.

18.3 Review of finances.

It was suggested that looking at promoting hall would hopefully bring in more income. There was a need to look at innovative ways to cover costs alongside keeping the hall running effectively.

It was noted that the Parish Council had agreed to make a grant to the Village Hall.

A suggestion was also made to look at Spacehive, a crowdfunding website.

There being no further business the Chairman declared the meeting closed at 9.25 pm.

Signed _____ Date _____
Chairman