

HUNSTON PARISH COUNCIL

Registered Charity No: 305383

Minutes of a Meeting of Hunston Parish Council as Charity Trustee held on Wednesday 17 October 2018 at 7.00pm in the Annexe at Hunston Village Hall to transact the following business.

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

In attendance: Mrs C Smith (Clerk)

The meeting commenced at 7.20pm

19/18T Public Session.

No members of public present.

20/18T Apologies for absence.

Apologies for absence were received and accepted from Cllr Marshall, Cllr Betts, and Cllr Smith.

21/18T Minutes of the Trustee Meeting held on 16 May 2018.

On a proposal from Cllr Baker, seconded by Cllr Vinton, it was **RESOLVED** that the Minutes of the Trustee Meeting held in 16 May 2018 be confirmed as a true and correct record and they be signed by the Chairman.

22/18T Matters arising from the Minutes of the Trustee Meeting, 16 May 2018.

None.

23/18T Conflicts of Interest policy.

The Clerk explained the differing role for the Parish Council acting as Trustee of the Village Hall. To aid Councillors a 'Conflicts of Interest' Policy had been put forward for adoption. In addition, it was agreed that declarations of interest would be an item on future Agendas as a reminder.

On a proposal from Cllr Baker, seconded by Cllr Vinton, it was **RESOLVED** that the Conflicts of Interest Policy as presented be adopted.

24/18T Maintenance issues.

Periodic Testing report

The Periodic Test had been carried out in August and a number of items that required attention had been identified. Cllr Baker has been back to the contractor to obtain a quotation for the required work, but this had not yet been received. A quotation has also been sought from another contractor.

A copy of the report has been given to the Chairman of the Community Club as some of the items of work required are situated in the club. It was noted that it was important to have the work undertaken quickly and correctly so as not to affect the Parish Council's insurance.

Gents toilet floor

Issues with the gent's toilet floor were raised. The gent's urinals had overflowed and there was some concern that chewing gum and paper had been put down the waste pipe. It was suggested that someone be called in to clean out all the pipework. It was also suggested that the current

flooring in the toilet be replaced with something similar to that used in the kitchen which would be non-slip. A quote was being sought from the supplier who fitted the kitchen floor.

It was agreed in principle that the floor should be replaced.

Changing room partition

It was reported that the partition doors in the football changing rooms had become loose and ill-fitting. A proposal was put forward to replace the partition doors with a stud wall to separate the two changing rooms. It was **RESOLVED** that the Clerk be authorised to arrange for a partition wall to be put in place of the partition doors in the changing rooms.

Other matters

Several quotes for black out blinds for the main hall had been received. It was noted that whilst these were a useful addition for the new Baby Sensory Class, black out blinds could also be a useful attribute for the hall, for other activities such as film clubs or summer discos. It was **RESOLVED** that the Clerk be authorised to order black out blinds from the approved contractor.

The monthly inspection of the hall had revealed that one of the fire doors had a screw missing and Cllr Baker and Cllr Vinton agreed to have a look at the door.

Cllr Baker raised the issue of the wall in the gent's toilet that regularly becomes mouldy. The need to insulate that wall from the Community Club side was agreed. The Clerk was requested to write to the Community Club to request some action on this matter.

25/18T Options to promote the Village Hall.

This item was deferred to the next meeting.

26/18T Finance.

Balance sheet to 30 September 2018

A review of bookings was undertaken. The Clerk reported that casual bookings were steady. The Balance sheet was **APPROVED**.

There followed some discussion on the building up of reserves and setting up a specific account for these. The need to identify items that may require funding from reserves at a later date was recognised. It was recommended that the Parish Council set up a process for planning for future needs.

Payments for authorisation

The payment schedule included on those that required ratification, and this was noted.

There being no further business the meeting closed at 8.18pm

Signed _____ Date _____
Chairman