

CASTLETHORPE PARISH COUNCIL

Minutes of a Village Hall Committee Meeting held Thursday 7th January 2016 in the Village Hall

PRESENT: Councillors Forgham & Sweetland, voting members Margaret Wilson, Tony Rice, Adele O'Hanlon, non-voting members Steve Bradbury, Yvonne Hands, Sheila Forgham & non-committee members Richard Wontner, Phil Ayles & John Foakes.

The meeting commenced at 7.30 there being no public forum.

		ACTION
1	APOLOGIES FOR ABSENCE	
	1.1 Cllr Hinds alternate commitment. Accepted.	
2	DECLARATIONS OF INTEREST by Councillors in any agenda items below	
	2.1 None.	
3	APPROVE MINUTES OF THE LAST MEETING	
	3.1 The minutes of the Village Hall Committee meeting held on the 7 th January 2016 were proposed by Mrs. Forgham, seconded Mr.Rice and agreed unanimously.	
	3.2. There were no matters arising	
4	TO CONSIDER RESOLUTIONS	
	4.1. Cllr Sweetland said that a £100 cheque deposit on Village Hall bookings had been introduced after damage had been caused at a teenager's party. This was now posing a problem as more & more people do not have a cheque book. This led to 2 options: <ul style="list-style-type: none">- Do not take a deposit- Take a deposit by some other means (cash) Mr Bradbury said that he had never had cause to cash any deposit cheques and could not afford the time overhead of taking cash and then returning it to people after the booking (uncashed cheques are currently destroyed). Following further discussion it was agreed that the current method of accepting a cheque should be continued where possible. Users groups will report any damage to Mr Bradbury immediately they observe it and deposit cheques will be held for 2 weeks after the booked event when they will be destroyed.	
	4.2. The parish council had elected to let the Duck Race organisers use the Village Hall tables. Cllr Sweetland had also had a request from the Young Farmers but had declined it. The school use the tables for some functions. It was agreed therefore that as a matter of policy tables will be lent out for village events and that organisers will take responsibility for their condition on return. The chairs will not be lent out to anyone.	
	4.3. Cllr Sweetland is still to get together with Alex Ramsden of Preschool about defining a Health & Safety policy. It was remarked that there is a Health & Safety issue in the loft where lagging had been piled up out of the way so that equipment could be stored. A question was asked whether government grants to insulate private housing also applied to public buildings. Cllr Sweetland will investigate. Mr Bradbury will put an agenda item on the next agenda about providing boarding in the loft for the purposes of storage.	Cllr Sweetland Cllr Sweetland
	4.4. Mr Foakes reported that the cost of additional shelving in the store room would be c. £251. As the Village Hall Committee had exceeded its buildings budget approval would need to go to parish council. Mr Bradbury to include on a forthcoming PC agenda.	S. Bradbury S. Bradbury
5	FINANCIAL MATTERS	
	5.1 Due to significant outlay on building repairs/enhancements during the year the Village Hall was running at a net loss. The formation of the Sports Association to run the sports ground had relieved the business rate obligation of £1700 that would have been payable for the Village Hall if the parish council had retained the two rateable elements. The buildings budget had been increased by £1000 to pay for the re-routing of the rain water guttering. It was remarked that the cost would be far higher. Mr Bradbury responded that this feedback had not been received when the budget was being set. On	

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in the Village Hall

this matter Mr Rice will get 3 quotes from tradesman and Mr Bradbury will put an item on the agenda for the next meeting to consider the quotes.

Mr Foakes reported that he had yet to get the £500 from Coles Trust for repairs to the bell tower.

A. Rice
S. Bradbury

J.Foakes

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ANY OTHER BUSINESS (for noting, or for inclusion on a future agenda)

6.1. Mrs Forgham asked for a notice board for the Historical Society. Mr Bradbury said that he could authorise the cost under his emergency powers as Responsible Finance Officer. Mrs O'Hanlon agreed to buy the board and liaise with other users re. location. She will give the receipt to Mr Bradbury to be refunded at the following parish council meeting.

Mrs O'Hanlon

6.2. Mr Foakes apologised for not having fixed the toilet door. He will do this before he leaves the village or will pass the job on to the next handyman.

J. Foakes

6.3. It was pointed out that the lights at the side and the floodlight at the back of the village hall were remaining on during the day. The light at the back is controlled by a switch that is getting left on. Cllr Sweetland will put a note next to the floodlight switch asking people to turn it off and arrange for Brian Shayler to look at the side lights.

Cllr Sweetland

6.4. Udi & Dina from the shop are to run a curry night and there is a risk that if the normal Hall charges are applied they may not achieve sufficient turnaround to make a profit. It was agreed that on this occasion the fee should be waived but that they should make a contribution dependent on the financial success of the venture.

6.5. Mr Rice asked whether the overall Village Hall contents insurance covered the users group. Mr Ayles responded that the parish council had looked into this and determined that the users groups should provide their own insurance.

6.6. Mrs O'Hanlon asked whether there is any policy on the next user coming into the Hall whilst still in use to the previous user (within their allocated slot). It was agreed that this should not happen. Mrs O'Hanlon to send note round on behalf of the Village Hall Committee.

A. O'Hanlon

6.7. Mrs Wilson asked who's responsibility it is to take the dividing curtains down. Cllr Sweetland said that this lies with the person(s) who requested them to be put up in the first place. Mr Foakes will take the curtains down after the curry night.

J. Foakes

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TO AGREE DATE AND ATTENDANCE FOR FUTURE MEETINGS

11.1 The next meeting will be on 18th February at 7.30 p.m.

There being no further business the meeting closed at 8.53