

ALBOURNE PARISH COUNCIL [2023]

Minutes of the meeting of Albourne Parish Council (Village Hall Management Committee) - meeting as the Trustee of the Albourne Village Hall held on Tuesday, 29th August 2023 in Albourne Village Hall.

Present: Councillor Di Smith (Chairman) (DS)
Councillor Suzi Sawyer (SS)
Councillor Shane Axtell (SA)
Councillor Imelda Spencer (IS)
Tina Ware (TW)
Christopher Davies (CD) (from item 3)

In attendance: Iain McLean (Parish Council Clerk) (attending by Zoom); Geoff Zeidler (for item 10) (also attending by Zoom).

The meeting commenced at 7.00 p.m.

- 1. Housekeeping.** The Chair opened the meeting, and welcomed everyone present. Apologies for absence were received from Councillor John Spencer, Mick Gratton, and the Treasurer, Jenny Gratton. There was one declaration of interest from Councillor Axtell in respect of item 5 below, as the prospective new Bookings Secretary is his mother. The Chair indicated that now the new Committee is up and running, it would be sensible to appoint a Vice Chairman of the Committee, and the Clerk will put this on the next meeting Agenda.
- 2. New member of Committee.** It was noted that since the last meeting, Councillor John Spencer has been appointed by the Parish Council to the Committee at its meeting on 4th July as the 5th Councillor member.
- 3. Committee vacancies.** There being currently one co-opted member place on the Committee, it was proposed by Councillor IS and seconded by Councillor SS that Christopher Davies be co-opted onto the Committee. It was then unanimously **RESOLVED** to appoint Christopher Davies to the Committee and he duly took his place as the third co-opted member of the Committee.

4. **Approval of minutes of the previous meeting.** The minutes of the last meeting held on 27th June 2023 were formally approved by those present, and duly signed off as a true record by Cllr DS.
5. **Staffing.** Having been duly recommended, it was proposed by Councillor SS and seconded by Councillor IS that Sandra Axtell be appointed to the position of Bookings Secretary following the resignation of Jo Nolan. It was unanimously **RESOLVED** to make the appointment. (Note: in accordance with his declaration of interest Councillor SA did not vote). In terms of the appointment for the Treasurer's role it was agreed to set up an interview/appointment panel comprising Councillors DS, IS and SS. They will arrange to interview a prospective candidate who has expressed an interest in the position, as soon as possible.
6. **Matters arising.** (i) There is a potential problem with the cables to the Hall, when the grass cutting is being done. It may be that they should be re-sited. DS will contact Open-Reach to see what their view is, (ii) it was agreed that the VH Insurance should be renewed on the basis of the papers sent to the Treasurer, (iii) the issue of the flat screen TV, and its storage, for the Under 5s Group will be progressed when Eve Gerhold is back from holiday. However, it was generally felt that this would be a good asset for the Group, and subject to the practicalities, it should be approved, (iv) Councillor IS has gone through the kitchen and other areas, and prepared a list of things that need to be done in order to bring it up to Health and Safety standards. These include - issues with the fridge temperature, oven and hob and microwave cleanliness, exterior window cleaning (this needs to be organised on a regular basis), the need for appropriate locations and the updating of the smoke alarm, and carbon monoxide monitor, utensil storage hygiene, the need for lockable cupboards, updating of the first aid box (for example the plasters are out of date), new toilet seats, and general decoration issues to brighten up relevant areas. Councillors IS and DS will take these matters forward in conjunction with the cleaner, and the new Treasurer (when in post) as soon as possible. It was generally agreed that attention to these matters would also make the Hall more attractive for hiring out. There was a discussion on the conditions of the hiring Agreement regarding cleaning, post use, and this issue will need to be reviewed. Finally, the Clerk was asked to contact Jerry Butler (the previous Chairman) with regard to completing the handover arrangements.
7. **Domestic issues – Unwanted activity around the VH.** There are again no reports that the VHMC is aware of at the present time, and it was therefore agreed to now remove this as a standard item on the Agenda. Any future concerns can be separately made. **Deep Clean/Decoration.** This is an ongoing matter.
8. **Financial Statement and matters.** (1) The financial Statement provided by the Treasurer has been circulated, and is attached, (2) it was noted that there is already a spending power delegated to the Chairman for emergencies, but it was **AGREED** that the Chairman should have delegated authority for routine expenditure up to a limit of £100. Any such expenditure would need to be reported retrospectively to the Committee, (3) the decisions (and costs) taken and approved

in correspondence to purchase a new tea urn for the Hall, and to deal with a cockroach infestation in the Hall were noted for the record.

9. **Projects. Garage current status and garage contents and their future.** In his absence, Mick Gratton had sent DS a note with an update, which indicates that good progress has been made in terms of clearing out the garage. However, it needs to be decided what to do with the few remaining items in the garage, and he has made some useful suggestions. It also needs to be checked with the Under 5s as to what (if any) items they still need. Councillor DS will liaise with the relevant parties and take this forward.
10. **Social activities. Village Show.** It was proposed by Councillor SA and seconded by Councillor SS that the Committee make a grant of £750 to the Village Show in September, in order to support the event. It was then unanimously **RESOLVED** to do so. As it has now been decided that the VHMC accounts do not need to be utilised, there was no need to discuss the other items under this head. However, it was **AGREED** that the Village Show could use the sum up payment machine on the day, and that the monies received can be transferred from the Village Hall account into the Village Show account at the appropriate time. **Albourne Arms (Pop-up Pub).** This continues to do well, and is covering its costs. It was noted that it could be better promoted within the Village and perhaps further beyond. **Future Events.** There is the forthcoming Harvest Festival Event, and the Village Show, and the Committee agreed to look into the possibility of re-establishing and promoting other events in the Hall, such as quiz nights and whist drives, etc.
11. **Any other business.** There was none. However, it was reported and noted that Mick Gratton has resigned from the Committee as from the end of this meeting, and so there arises a further vacancy for the third co-opted place on the Committee. This will need to be considered and filled in due course.
12. **Date of next meeting.** This was agreed for Tuesday, 31st October 2023 at 7.00 p.m. in the Village Hall, and DS will book the Hall.

The meeting ended at 8.35 p.m.

SIGNED as a true record.....

Chairman

DATED.....2023