

ALBOURNE PARISH COUNCIL [2021]

Minutes of the meeting of Albourne Parish Council (Village Hall Management Committee) - meeting as the Trustee of the Albourne Village Hall held on Tuesday, 30th March 2021 held via Zoom under the relevant regulations due to the current restrictions on meetings in person

Present: Councillor Graham Stafford (GS)
Councillor Jerry Butler (JB) (Acting Chairman)
Councillor Suzi Sawyer (SS)
Councillor John Drew (JD)
Mick Gratton (MG)
Eve Gerhold (EG) (from item 4)

In attendance: Iain McLean (Parish Council Clerk); Jenny Gratton (VH Treasurer)

The meeting commenced at 7.00 p.m.

1. **Apologies for absence.** Apologies for absence were received from Councillor Di Smith, and from George Hammond, and the reasons accepted. There were no declarations of interest.
2. **Approval of minutes of the previous meeting.** The minutes of the last meeting held on 25th February 2020 were formally approved by those present, and duly signed off as a true record by JB. It was noted that due to the pandemic, there had been no meetings since then, but that the Hall had effectively been closed in any event.
3. **Matters arising.** There were none, not otherwise covered on the Agenda and in these minutes.
4. **Co-option of a new Committee member.** SS proposed and JB seconded a resolution to appoint Eve Gerhold from the Under 5s Group or a nominated substitute (currently Tina Ware) as a co-opted member of the Committee. **The resolution was unanimously AGREED.** This takes the number of co-opted

members to the full complement of three.

5. **Domestic issues – Reopening of the Village Hall to hirers.** JB has completed the fire risk assessment, and this had been circulated to members. MG proposed and JD seconded that the document be approved and duly adopted. The meeting **AGREED** unanimously to do so. However, there are a few issues which the assessment has thrown up that need to be resolved, and JB has these in hand. The Covid risk assessment has also been completed, and the document circulated. This relies on advice from ACRE (The Association of Councils for Rural England). In the light of the document, and the guidance, it was **AGREED** not to re-open the Hall at the present time. It was noted that the Sayers Common VH is not reopening until at least the 1st July 2021, and it was thought that the Committee should fall in line with that intention as regards the Albourne VH, subject to the Government's roadmap for general opening up of society being successfully rolled out. It was accepted that the costs and risks of trying to open before then had to be weighed up against the difficulties of trying to re-open the Hall prior to this. It was noted that the May elections needs clarification, since the Hall is to be used as a voting station and advice from MSDC is awaited. It was agreed that if the Hall needs cleaning after the event, then MSDC should be asked to reimburse the costs.
- Unwanted activity around the VH.** It was agreed that in terms of security, the idea that there should be some sort of gating of the car park or increased lighting should be ruled out. There were too many practical issues with regard to these proposals. However, as regards the installation of CCTV, JB proposed and GS seconded a proposal to accept the quote from John Carr to install CCTV around the Hall, subject to JB checking the position on the provision of a suitable guarantee or warranty. **This resolution was unanimously AGREED.** It was also noted that there will need to be a power point put in for the project, and JB will progress with GS. EG raised some concerns about the recording of children, but JD said that in the light of the GDPR regulations, and the positioning of the cameras, this should not be an issue. It was also noted that only a limited number of people will have access to the recordings in any event, and will only generally be viewed if there is an incident.
- Village Hall Floor.** This has been held up due to the current pandemic, but it was noted that the floor is continuing to deteriorate. JG is meeting with a flooring Company specialist in the Easter holidays to see what is recommended, and then following a decision on how best to remedy the floor covering, the appropriate quotes will be sought. It is hoped that the work could be done in the summer holidays.
- Online Calendar.** This is up and running and is available on the relevant page of the Parish Council's website.
6. **Financial Statement.** The financial Statement provided by the Treasurer has been circulated, and is attached. The report was duly noted, particularly the fact that the pandemic and the closure of the Hall has not affected the VH finances as badly as it might have. JB asked that the proposal, which he had circulated via email, about the limit on the claiming of expenses by members, should be formally agreed and minuted. This proposal was duly **AGREED**, along with a further proviso that any claims must be made within a period of 3 months from incurring them. JG then raised a letter and invoice from MSDC claiming back rent on the Lease of the

Hall, following a rent review on 1st April 2016, which had only just been carried out. The matter was noted and agreed. **Review of hire charges.** It was **AGREED** in the circumstances, to leave these as they are, and to review the position in a year's time. **Review of honoraria and payments.** Likewise, it was **AGREED** in the circumstances to leave these as they are, and to review the position in a year's time. It was noted that both the Treasurer and Bookings Clerk had not been claiming in full for these, because of the current situation, and the effective closure of the Hall since March 2020. This was much appreciated by the Committee.

7. **Projects. Chairs.** It was noted that after the purchase of the 72 new chairs, there will be 40 old ones left. It was **AGREED** that it should be possible to store 24 of these, so as to leave a good total for any big events. The remaining ones will be sold off. Garage roof. MG is obtaining 3 quotes for the repair, which will include a renewal of an existing quote. He reminded the meeting that some specialist work will be required, because of the asbestos issue. Cupboard over the toilet conversion. The work has been completed, and looks very good.

8. **Social Groups feedback. Albourne Arms.** The pub has been closed for the last year, and its re-opening will need to fall in line with the previous discussion on the re-opening of the Hall. However, the bar staff will need re-training and so this may delay the re-opening further. In the meantime, there is a quantity of out-of-date stock that needs disposing of, and JB will deal with this. Some will have to be binned, but some could still be used, but not sold in the pub. **Future Events.** There are none planned, and any in the future, will of course depend on the ending of the lockdown restrictions.

9. **Any other business.** GS raised the issue of the unsatisfactory state of the fence alongside the VH, and the correspondence, which the Parish Council has been having with WSCC. EG said that it was in fact officially inspected recently and so it may be that something is about to happen regarding its repair. It may be that finally under the Safer Routes to School Agreement (by which the fence was provided), WSCC will accept responsibility.

10. **Date of next meeting.** This was agreed for Tuesday, 29th June 2021 at 7.00 p.m.

The meeting ended at 8.10 p.m.

SIGNED as a true record.....

Chairman

DATED.....2021