

# ALBOURNE PARISH COUNCIL [2022]

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## Minutes of the meeting of Albourne Parish Council (Village Hall Management Committee) - meeting as the Trustee of the Albourne Village Hall held on Tuesday, 29<sup>th</sup> November 2022 in Albourne Village Hall.

Present: Councillor Graham Stafford (GS)  
Councillor Jerry Butler (JB) (Chairman)  
Councillor Suzi Sawyer (SS)  
Councillor John Drew (JD)  
Mick Gratton (MG)  
Tina Ware (TW)  
Shane Axtell (SA) (from item 4)

In attendance: Iain McLean (Parish Council Clerk); Jenny Gratton (VH Treasurer) (both attending by zoom).

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The meeting commenced at 7.00 p.m.

1. **Apologies for absence.** Apologies for absence were received from Councillor Di Smith and Eve Gerhold (Tina Ware attending in her absence), and there were no declarations of interest from Councillors.
2. **Approval of minutes of the previous meeting.** The minutes of the last meeting held on 30<sup>th</sup> August 2022 were formally approved by those present, and duly signed off as a true record by JB.
3. **Matters arising.** JB mentioned that he has been carrying out a review of the Fire Risk assessment, and the Covid safety assessment for the Hall. He will circulate these in due course, although on the latter, it was noted that there is now no Government guidance in place since the ending of the previous restrictions.
4. **Membership – vacancy for a new Committee member.** There had been one volunteer in response to the recent advertisement for the third co-opted member on the Committee. Accordingly JB proposed that Shane Axtell be appointed onto the Committee, and this was seconded by GS. On a following vote, it was unanimously **RESOLVED** to appoint Shane Axtell as the third co-opted

member, and he duly took his place on the Committee.

5. **Domestic issues – Unwanted activity around the VH.** There are again no reports that the VHMC is aware of at the present time. TW reported that the VH broom, which it had been thought might have been misappropriated, has in fact been found. **Electrical work.** This has not been done yet, but the contractor has been very busy. It is hoped that the work will be done in December. JB has given the contractor the dates where the VH is free, and it was noted that a full day is needed to carry out and complete the work. The proposal for the deep clean of the VH is also ongoing, and it is hoped that this will be done as soon as practicable. Also quotes for the internal redecoration of the Hall are in hand, and it was noted and agreed that it may be appropriate for the VHMC to appoint a retainer for all the various odd maintenance jobs that come up periodically in the Hall. MG is aware of a potential person to take this forward, and so will make the appropriate contact.
6. **Financial Statement.** The financial Statement provided by the Treasurer has been circulated, and is attached. JB has a breakdown of the Village pub takings and will circulate this separately. There was a discussion on the energy usage in the VH given the rising costs currently, and Jenny Gratton set out the position in terms of the agreements with EDF (the energy provider) and the steps being taken to reduce usage (e.g. the ability to do remote settings for the heating).
7. **Projects. Garage current status and garage contents and their future.** This remains ongoing and further inspections, and clearing out of items, will be arranged as soon as possible. A further ongoing project is the replacement of some of the windows in the Hall. The Treasurer reported on the various quotes received, and after due consideration, JB proposed that the quote from Keymer Double Glazing Ltd be accepted. This was seconded by SS, and on a following vote, it was unanimously **RESOLVED** to accept the quote from that Company and to commission the work.
8. **Social activities. Albourne Arms.** This continues to go well, and the financial statement referred to above, will show a net operating profit. **After the Carol Service.** It was noted and confirmed that the Church will be using the VH free of charge after the service, as it is a community event. The bar will be open, and the necessary TENS License for the sale of alcohol is being obtained and paid for by the Parish Council as its contribution to this Village event. **King Charles III.** It was noted that the coronation is being held on Saturday, 6<sup>th</sup> May 2023. The intention is for the VHMC to mark the event in some way, and JB has booked out the Hall for this purpose. Ideas were discussed, and the sourcing of a marquee, a band, for e.g. a tea party were discussed, or alternatively to arrange a hog roast. It was agreed that the exact details, and the date and timing of the event will be confirmed in due course, but in view of the need to be prepared financially, it was proposed by MG and seconded by GS and then unanimously **RESOLVED** by the Committee, to put in place a set up fund of up to £1,500 to cover the costs, and it was noted that a contribution could be made from the extant monies in the Village Show fund.

**Future Events.** There are none planned, or any to report.

9. **Any other business.** There was none raised by members.

10. **Date of next meeting.** This was agreed for Tuesday, 31<sup>st</sup> January 2023 at 7.00 p.m. in the Village Hall, and JB will book the Hall.

The meeting ended at 8.55 p.m.

SIGNED as a true record.....

Chairman

DATED.....2022