

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, 31st October 2023 in Albourne Village Hall.

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

In attendance: Iain McLean (Parish Council Clerk) (attending by Zoom), Gail Murray (Treasurer).

The meeting commenced at 7.00 p.m.

- Housekeeping.** The Chair opened the meeting, and welcomed everyone present. Apologies for absence were received from the Bookings Secretary, Sandra Axtell. There were no declarations of interest from Councillors on this occasion.
- Committee vacancies.** There is one person interested in being co-opted on to the Committee for the third and final co-opted place, but as she was not able to attend this meeting, the issue will be deferred to the next meeting.
- Approval of minutes of the previous meeting.** The minutes of the last meeting held on 29th August 2023 were formally approved by those present, and duly signed off as a true record by Cllr DS.
- Staffing.** It was noted that Gail Murray is the new Treasurer of the Committee, and Sandra Axtell the new Bookings Secretary, and they are now in post. Both were formally welcomed to the Committee. The urgent decision taken in correspondence to increase the level of honorarium payments in each case was noted for the record.

5. **Matters arising.** There were none on this occasion.
6. **Domestic issues – Deep Clean/Decoration.** The Hall has been thoroughly cleaned by the new Hall cleaner and looks good. However, the skirting boards and areas beneath the radiators still need attention. IS volunteered to undertake this work, but not as regards the skirting boards that will require re-painting. This will need to be done by the appointed contractor. DS has received one estimate for the redecoration, and it was proposed by SS and seconded by JS that short of any other estimates being received, the Committee should proceed on the basis of the one quote so far to hand. It was then unanimously **RESOLVED** so to proceed on that basis. It was noted that the work will take 2/3 days to complete. **Window cleaning.** The new arrangements for the regular cleaning of the outside windows as agreed in correspondence, was noted for the record. **Cooker.** The decision taken by the Chairman to purchase a new part for the cooker in the kitchen was noted for the record.
7. **Financial Statement and matters. 1.** Gail Murray reported the latest figures on the current account balance and deposit savings amount, and both remain in a healthy position. The handover arrangements regarding the finances are ongoing, and a fuller report will be made at the next meeting. **2.** Members have reviewed the constitution of the Committee, and it was agreed that there does not need to be any changes at the present time. **3.** The Parish Council had, in view of the urgency, agreed that all the bar profits from the recent Harvest Festival event in September should be donated to the charities involved. This was noted and endorsed for the record, by the Committee.
8. **Projects. Garage current status and garage contents and their future.** There are still a few items in the garage that need sorting out and removing. The Under 5s will look further into this as regards any of their items. The matter will be reviewed again after Christmas. In terms of the demolition of the garage and anything that might replace it, the Clerk reminded the Committee that this will still need to be approved and documented with MSDC as the freehold owner of the land and buildings.
9. **Safeguarding and other related documents for the Hall.** The documents had been circulated by IS and considered by members. There was some uncertainty as to their applicability, and in some areas, their necessity. However, IS explained the position, and the importance of having these documents in place was recognised. The Clerk therefore put forward a compromise resolution, which was then proposed by IS and seconded by DS. This was unanimously agreed and the resolution reads “*The Committee **RESOLVES** to adopt and to put in place the documents referred to, insofar as their provisions are in the control of, and the clear responsibility of the Committee in running and managing the Village Hall.*” An updated Safeguarding policy will be sent to the Clerk by IS and will be posted up on the VH pages of the Parish Council’s website. The required signing of the

Declarations of Office for the Committee was also carried out by members present, and these records will be kept by the Chairman.

10. **Social activities. Albourne Arms (Pop-up Pub).** Broadly speaking, this continues to do well, but attendance can be very variable. It was noted that there will be a Christmas event combined with the pub on 14th December. **Future Events.** There are none fixed at present, but DS is considering having a quiz night sometime in January or February.

11. **Any other business.** It was noted that bookings for the Hall have picked up and are doing well. There is no progress or decision yet on the TV for the under 5s, and whilst this is ongoing, the storage issue does not yet arise. The Under 5s still wish to have an outside cover for the play area, such as a gazebo or rolling shade, and this is ongoing. The implications will be considered when there is a firm proposal for this initiative. Finally, DS mentioned that there are many items that need to be addressed in order to bring the Hall up to a proper standard in terms of e.g. health and safety requirements. She went through a list of items, and proposed that a named member should be put against each item as the person responsible for taking the particular matter forward. DS will circulate the list after the meeting, and this will sit with these minutes as a more detailed record of what was agreed.

12. **Date of next meeting.** This was agreed for Thursday, 4th January 2024 at 7.00 p.m. in the Village Hall, and DS will book the Hall.

The meeting ended at 9.10 p.m.

SIGNED as a true record.....

Chairman

DATED.....2023