

ASHWATER PARISH HALL

MINUTES OF TRUSTEES MEETING – THURSDAY 31 MARCH 2016

**In attendance** – Colin Vallance (Chair), John Forward, Ivan Buxton, Helen Bone, Letitia Yetman, Judith Addicott, Bob Griggs, Andrew Patterson, Terry Darby, Andrew Stacey

**Apologies** – Steve Warring

	<b>Actions</b>
<p>1. DECLARATION OF INTERESTS</p> <p>It was confirmed the meeting was quorate and there were no declarations of interest</p>	
<p>2. MINUTES OF MEETING – 17 DECEMBER 2015</p> <p>The minutes were approved as a correct and accurate record</p>	
<p>3. MATTERS ARISING</p> <p><b>Child proof lock for kitchen</b> – Matt Hodgetts to be instructed to fit the lock.</p> <p><b>Jack Moon plaque</b> – Quote received for £24.00 plus VAT. LY to check proposed wording with Trveor Moon - ‘This Parish Hall is built on land generously donated by the late Jack Moon of Hazeldene, Ashwater’.</p> <p><b>Hall painting</b> – This had to be postponed. Agreed that it would now need to be done after 21 July. BG to liaise with Stuart Turner to agree date.</p> <p><b>Trophy cabinet</b> – IB has sourced one from Ikea at £60. Agreed to go ahead.</p> <p><b>Paving slabs</b> – IB has fixed one paving slab and will sort the others shortly.</p>	<p><b>JF</b></p> <p><b>LY</b></p> <p><b>BG</b></p> <p><b>IB</b></p> <p><b>IB</b></p>
<p>4. <b>Treasurer’s Report</b></p> <ul style="list-style-type: none"> <li>- <b>Fees for remedial electrical works</b> – Trustees approved the payment of £1,524 to Jeff Moon for work completed to date.</li> <li>- <b>Revaluation of hall</b> – Kivells have quoted £400 to carry out the valuation. This was considered too expensive and it was agreed that other quotes would be sought.</li> <li>- <b>Assets</b> – It was agreed that the solar panels and heat pump should be depreciated in a straight line over 25 years and all other assets, now being at least 5 years old would be reduced to zero in the accounts. BG and IB to produce proposed figures in this respect to agree at the AGM in May.</li> <li>- <b>Audit</b> – Lawrence Langston has agreed to carry out the annual audit of the accounts free of charge.</li> </ul>	<p><b>BG</b></p> <p><b>LY</b></p> <p><b>IB/BG</b></p>

<p><b>5. Health and Safety</b></p> <p>A certificate has been received from Jeff Moon in respect of remedial works that have been carried out. Some further work remains outstanding however all essential work to ensure the hall and its users are safe has been completed.</p> <p>AP has received a report that the floor in the JMH is slippery for Badminton players. IB confirmed that the floor in the hall was a sports floor installed as the recommended option for the multiple uses of the hall. The floor could be stripped and resealed although this is not likely to change how slippery it is. Agreed to monitor the situation and if the issue continued review again.</p> <p>IB has replaced the outside light which is now working.</p> <p>The fire assembly point signs require replacing.</p> <p>Fire alarm test to be carried out.</p>	<p><b>JF</b></p> <p><b>JF</b></p>
<p><b>6. Hall hire charges</b></p> <p>As the fees have remained static for a number of years and costs are rising it was agreed that there was a need to review hire fees and incorporate a modest increase. BG to draw up a proposed set of new rates based on discussions. These rates to be circulated to Trustees for consideration prior to the AGM in May and then taken to the AGM for approval.</p>	<p><b>BG</b></p>
<p><b>7. Shop matters</b></p> <p>A letter received from the shop committee dated 28 March asked Trustees to consider withdrawing the annual ground rent fee of £104 which is charged to the shop. Legal advice provided to Trustees when the shop started, stated that £104 was considered to be a reasonable fee to charge to make as a peppercorn rent in the circumstances, in order to satisfy Charity Commission rules. In light of this existing guidance Trustees agreed that the ground rent fee should continue at the current rate. CV to write and confirm this, also expressing that the hall are happy to receive the payment in two instalments if this would help and confirming that it would continue not to make recharge with regard to water supply and car park maintenance.</p> <p>A request from the shop committee asked if the hall would consider allowing them to investigate lower electricity fees or if the shop could be invoiced directly by British Gas for their usage (so they can reclaim the VAT). Trustees agreed that it was unlikely that British Gas would send two invoices in respect of one supply but were happy for the shop to investigate lower prices, bearing in mind our current contract runs until November 2016. CV to advise shop committee.</p>	<p><b>CV</b></p> <p><b>CV</b></p>

<p><b>8. Trustees</b></p> <p>IB has posted a notice on the notice board and within the Parish newsletter seeking nominations from the community for new Trustees at the forthcoming AGM.</p> <p>Terry Darby confirmed he did not wish to stand as a Trustee at the AGM and John Forward wished to stand down as Vice Chairman and from the Management Committee but wished to be re-elected as a Trustee.</p>	
<p><b>9. Grounds maintenance</b></p> <p>The overflow pipe continues to be problematic. Mark Piper is sourcing a solenoid which is required to fix the problem.</p> <p>JF is getting quotes for putting a 2 or 5 metre strip of Tarmac at the lower end of the car park to reduce the amount of dirt and dust carried into the hall on shoes.</p>	<b>JF</b>
<p><b>10. Cleaning</b></p> <p>It was agreed that Mell Lowe be offered additional time to complete a regular deep clean of the hall. CV and LY to meet Mell and discuss options.</p>	<b>CV/LY</b>
<p><b>11. Hall Extension</b></p> <p>A bottle of NZ Cabernet Sauvignon to be given to John Addicott.</p> <p>IB has asked HMRC if the extension can be classed as an annex which would mean we would be exempt from paying VAT on the works.</p> <p>A sub-committee including IB, BG and LY with CV and JF join as and when needed will now be formed to develop funding bids.</p> <p>The final version of the Business Plan will be circulated to Trustees with a two week deadline for comment, after which it will be taken as agreed.</p>	<b>JF</b>       <b>IB</b>
<p><b>12. Events</b> – Future events were discussed, summarised as follows:</p> <ul style="list-style-type: none"> <li>- 24 Apr - Male Voice Choir – Organisation underway</li> <li>- May (date TBC) – Burns evening organised by Chris Ruby’s girlfriend for her birthday, which she has offered as a fundraising event for the hall.</li> <li>- 4 Jun – Barn dance – organised by AP</li> <li>- 16 Jul – Safari Super – JA, LY and HB to lead organisation</li> <li>- Date TBC - Railway event to mark 50 years since the last train ran. Further discussion at the next MC meeting.</li> </ul>	<b>LY</b>       <b>HB/JA</b>

<p><b>10. Any Other Business</b></p> <p><b>Phone line</b> - BT have quoted a cost of £100-£115 to install a phone line.</p> <p><b>Google calendar</b> – The calendar is now available on the Parish website to view booking availability. It was agreed that names of those booking would not be posted on the Google calendar. BG to resend link to all Trustees.</p> <p><b>100 Club</b> – Agreed not to pursue at present.</p> <p><b>Hallmark accreditation</b> – All agreed to pursue an application.</p> <p><b>Website and Facebook</b> – The website is now up to date but it was suggested that we add details of recent events as a record of some of the activity going on in the hall. LY and JF agreed to update Facebook.</p>	<p><b>IB</b></p> <p><b>LY/JF</b></p>
<p><b>11. Date of next meeting</b></p> <p>AGM <b>Tuesday 10 May 2016</b>, at 7.30pm</p> <p>The next Trustees meeting to be held on <b>Thursday 16 June 2016</b>, at 7.30pm</p>	<p><b>ALL</b></p> <p><b>ALL</b></p>