

Draft Minutes of the Wallops Parish Hall Management Committee held on Tuesday 26th March 2019 in the Parish Hall.

Present:

Cllr Mark Glover – Chairman (MG)
Cllr Edward Souter – Vice-Chairman (ES)
Cllr Tricia Forrest (TF)
Cllr Bob Elliott (BE)
Cllr Karen Addison (KA)
Cllr John Cotterell (JC)
Cllr Helen James (HJ)
Cllr John Taylor Firth (Treasurer/Secretary) (JTF)
Gail Foster – (NW Parish Clerk) (GF)

Member of the Public: 11 Members of the public were in attendance.

Apologies: None received

1. Cllr Helen James requested that there be a resolution put to the meeting concerning the conduct of the meeting. She proposed that the meeting be chaired by the Vice-Chairman rather than the Chairman. The proposal was seconded by Cllr Cotterell. The Chairman declined to put the matter to vote as it was not on the Agenda for the meeting.

2. Welcome.

The Chairman opened the meeting at 7.30pm and welcomed those attending.

3. Approval of the minutes of the meeting held on the 7th November 2018.

The minutes were approved unanimously as a true and accurate record and were signed by the Chairman. **Proposed:** KA, **Seconded** HJ.

It was noted that the minutes of the meeting of the 14th August have still not been signed despite the WPHMC voting by majority on 7th November 2018 that they were a true and accurate record.

4. To receive and approve Declarations of interest.

BE declared that Alison Elliott, the Caretaker, was his wife.

5. Urgent items.

There were no urgent items raised.

6. To receive and approve the Finance report and Budget planning.

A detailed report showing the total payments; £10,149.50 and receipts; £11,075.77 for the financial year to date was circulated together with a bank account statement that showed a balance of £19,998.35 as of 26th March. It was noted that this did not include an unrepresented cheque in the amount of £679.14 which has yet to clear.

Cash of £100 was also held as a function deposit.

The treasurer provided a comparison of this year's profit (estimated at £1,439) against the prior six year's profits and explained the slight decline was due to the maintenance costs which have risen this year and higher than usual electricity bills.

Guidance for the level of reserves was 25% of annual turnover and it was accepted that the bank balance more than covered this.

It was **Proposed:** E.S. **Seconded** B.E. **Resolved:** Unanimously, that the accounts be accepted and the Chairman signed the bank statement.

The bank mandate for adding the Chairman as a signatory had been obtained and given to the Chairman at the meeting. It was noted by all that that the Clerk had signed cheques on the account due to dual signature set up, but this was not legal according to Local Govt Act 1972 and would need to cease immediately. It was further reported that in the case of electronic payments it is lawful for the Clerk to process them provided the payments have been approved at a Council meeting beforehand.

The Chairman, the Treasurer and the Clerk for OW were stated as being the only signatories on the account. The Clerk is required as a signatory in order that the Bank are authorized to provide him with Bank Statement copies.

7. To review the Financial Risk Assessment

A Risk Assessment Schedule detailing when each item had been last reviewed was circulated along with a summary of the insurance cover contracted with AXA Commercial. The Financial Risks were reviewed and noted. The Legal Action risk would be raised up one level to Medium. The buildings sum insured was discussed.

Proposed: TF, **Seconded:** HJ that Cllr Forrest would seek an independent valuation of the building to ensure the insurance level was sufficient. **Action: TF.**

8. To receive an update on the WPHMC Constitution and Licence.

An extract of the minutes of the OW Parish Council meeting of 14 Sept 2009 where it had been resolved that the draft Licence agreement be signed were read aloud by JTF. Mrs Lindsay Murray-Twinn produced her personal copy of the agenda for the meeting of 24 Sep 2009. The agenda item no 10 was a proposal for the Licence to be approved and signed by OWPC. Mrs Murray-Twinn recalls the committee would be formed of 4 councillors from each Parish and that the licence was signed by OWPC.

A copy of the minutes could not be found by the Clerk for OW.

Despite NWPC being requested to review the licence and sign it, the signature had not taken place and neither NW nor OW Cllrs or Clerks had followed up on the matter.

It was reported again that the constitution needed updating.

Proposed: E.S, **Seconded:** JTF **Resolved:** (with HJ abstaining) that a new licence be drawn up in line with the existing constitution for both Parish Councils to approve.

Action: All Cllrs.

9. To receive a report on the WPH Building and Maintenance requirements.

Despite months of effort and multiple engineer appointments, Wi-Fi has still not been installed in the hall due to the inefficiencies of Openreach. JTF has lodged a formal complaint and will make one more attempt to arrange connection before investigating another supplier. **Action: JTF**

Two quotes similar in costing and both within budget have been received for the installation of a timing device to automatically switch on the outside lights using a PIR Device from dusk until dawn. **Proposed:** M.G., **Seconded:** E.S. that work be carried out as soon as one of the contractors is able to do so. **Action JTF.**

10. To receive a report from the Caretaker.

BE reported that the Caretaker is unable to access the cupboard where the cleaning supplies are kept and has requested that they are moved to another area that she can be allowed a key for. It was heard from JTF that there is no other place currently where the stock can be stored due to a lack of storage space. The current cupboard also houses confidential OWPC documents and files and so access is restricted. The situation will be alleviated when the new storeroom is built.

11. To receive an update on work beginning on the Additional storeroom.

JTF confirmed that the funds were available and that planning permission had been obtained. JTF then read aloud a letter dated 11th Dec 2018 from the solicitor acting on behalf of WPH Committee. It was **Resolved** that in accordance with the Public Bodies (Admission to Meetings) Act 1960 to exclude the public and press for discussions regarding the land access issue where publicity might be prejudicial to the special nature of the business.

The agenda item would be discussed "In Camera" and adjourned to the end of the meeting.

12. To receive an update on Hall Booking and Charges

It was reported that booking numbers are similar to last year, however events are smaller and hence income is slightly down. It is not thought that the small price increases made in July last year have had an effect on bookings.

13. To consider Publicity and Advertising

An advert would be placed in the Parish Magazine and a copy of the information would be distributed on the Village Pump email. **Action: HJ**

A new website had been configured by JC with HugoFox who would host the website free of charge. An online booking system provided by Skedda has been set up for trial and login details would be distributed to all members for review prior to going live.

Action: JC.

14. To agree action to be taken in respect of future Staffing

JTF advised that he still wished to retire from his voluntary role in managing the hall which was estimated to take 10-12 hrs per week to fulfill. The role would be advertised in the Parish Magazine and on the Village Pump email distribution once the constitution had been checked to make sure the WPH Committee had the powers to engage a Treasurer as an employee. **Action: All Cllrs.** The job description would be circulated for review. **Action: JTF.**

15. To receive an update on the Car park and garden.

There are still issues with some neighbours parking in the hall carpark. Letters would be drafted for approval prior to being sent out. **Action: ES & MG**

16. Date of the Next Meeting

18th June 2019 @ 7.30pm in the WPH.

17. Points from the Floor

Patrick Keightley congratulated the Committee on the smooth running of such a fine hall and thanked them for their dedication.

18. Close of the Meeting to the Public.

All members of the public left the room at 21.35pm

19. A discussion ensued and it was **Proposed:** MG, **Seconded:** ES, that the Chairman and Vice-Chairman both meet and together talk with the resident involved to find an amicable way to close the issue with a Right of Access Agreement in accordance with the offer previously drafted.

20. Close of Meeting

The Chairman formally closed the meeting at 10.00pm.

THESE ARE DRAFT MINUTES PRODUCED FOR REVIEW BY THE WALLOPS PARISH HALL MANAGEMENT COMMITTEE PRIOR TO BEING APPROVED AT THE NEXT PARISH MEETING OF THE MANAGEMENT COMMITTEE

DRAFT