

**Draft Minutes of the Wallops Parish Hall Management Committee held on  
Tuesday 14<sup>th</sup> January 2020 in the Wallops Parish Hall.**

**Present:**

Cllr Kate Dixon – Chairman (KD)  
Cllr Edward Souter – Vice Chairman (ES)  
Cllr John Taylor Firth - Treasurer/Secretary (JTF)  
Cllr Jon Cotterell (JC)  
Cllr Vikki Barnard (VB)

**Apologies:**

Cllr Karen Addison (KA)  
Cllr Helen James (HJ)  
Cllr David Boardman (DB)  
Richard Waterman – OW Parish Clerk (RW)

No members of the public attended.

**1. Welcome.**

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

**2. Approval of the minutes of the meeting held on the 8<sup>th</sup> October 2019.**

The Chairman signed the minutes of the 8<sup>th</sup> October 2019 as a true and accurate record.

**3. Declarations of interest.**

There were none.

**4. Urgent items.**

There were no urgent items raised.

**5. Finance - Present Financial State**

The Treasurer circulated a summary of receipts and payments together with a bank account statement which showed that there was a bank credit balance of £11,256 on 14th January and that no cash was held.

He explained the various items which showed that in the financial year so far the account had receipts of £10,730 but had made payments of £18,835 and was therefore showing an overall reduction of £8,105. The major cost item had been the payments totalling £11,460 made for the new storeroom extension. He demonstrated that, if the storeroom payments were discounted, the remaining payments totalled £7,375 and that the hall had made a profit of £3,355 (31.2%) on its turnover.

The Committee examined the bank statement and looked at the details of various payment transactions. JTF explained that some running costs, particularly electricity, had increased. This was down to an increase in unit costs as well as additional use due to extra bookings.

The Committee then noted the financial situation.

There was a discussion about the publication of the details of the transactions on the hall website and JTF explained the present audit and transparency rules that he followed as a smaller authority. He agreed to consult HJ about the matter and to brief the committee further in due course.

**6. Building maintenance and equipment.**

A window vacuum has been purchased for the caretaker. The boiler has been maintained. The PIR light has been adjusted.

The walls are due to be patch painted in the near future to tidy up marks from use. There is some paint remaining to carry out this task.

**7. Caretakers Points.**

Allison Elliott (AE) was not present. No points made.

## **8. Future energy use and sources.**

KA supplied the committee with a quote from AES with 2 options for the installation of solar panels – one at £12,418 to provide 24 modules, and a second at £17,412 to provide 48 modules.

JTF and JC will provide a proposal at the next meeting for the next steps to take regarding alternative options. They will investigate grants (RHI – Renewable Heat Incentive, Levy, Community Action Fund, CIL etc) and attend the hall with an installation company to discuss options.

ES will provide contact details for HCC Environmental Advisor and will contact Gail Foster to discuss current installation at Kings Somborne.

KD noted a complaint from a parishioner regarding the meeting minutes for the previous meeting not being available online. The committee agreed minutes in draft format would be uploaded in future as soon as they were available.

## **9. Hall Bookings and charges – Booking Application.**

The Skedda Online Booking System has not been used this quarter.

Bookings have increased in number, however, there is still opportunity for an increase in regular bookings.

JTF noted the booking fees were reviewed and increased by 25% in June 2018. They would be compared and reviewed again in the near future.

## **10. Publicity and Advertising.**

JTF reported that the Parish Hall continued to be advertised through the Village Newsletter and the hall website.

## **11. Future Staffing**

KD has held a meeting with AE. Discussions are ongoing.

JTF confirmed that he would like to hand over the job in May 2020. JTF to redistribute the job specification for Manager/Treasurer/Maintenance role via email and the Committee will make contact with any volunteers to discuss the opportunity. JTF to advertise vacancy at the Hall.

Richard Waterman will take over as Treasurer and Secretary.

KD suggested that JTF start to hand over the role in its current manifestation prior to the end of the financial year, to ensure any successor in the role has the benefit of JTF's knowledge.

## **12. Committee Members' Points**

JTF attended the Test Valley Community Association and Village Hall Network which he found of benefit and recommended attendance twice a year.

JTF circulated a Risk Assessment for the Village Hall covering finance, insurance, business decline, capital loss and physical risks.

## **13. Date of the Next Meeting**

31<sup>st</sup> March 2020

## **14. Points from the public.**

None present.

## **15. Close of the Meeting.**

The Chairman thanked everyone for coming and closed the meeting at 8.40 pm.