

# ASHTON HAYES PARISH ROOMS

Charity Number 1002682

## **Minutes of the Annual Meeting of Ashton Hayes Parish Rooms Trustees. Held in the Parish Rooms on Monday 9 December 2013 following the Parish Council Meeting.**

Present

Mrs Jane Colville. Mrs Naomi Deynem. Mr David Wilson. Mrs Georgina Lloyds –Watts.

### **Chairman.**

It was agreed that in general, but not necessarily, that the Chairman of the Parish Council would be Chairman of the Trustees. Mrs Jane Colville accepted the office of Chairman.

### **Accounts**

The circulated accounts were approved by the Trustees and are shown on page 3 of these Minutes.

### **Employees**

It was agreed that Caretaker & Secretary [Clerk to the Parish Council] should remain employed directly by the Parish Council who would bill the Village Rooms accordingly for the time spent on

Parish Room related input or it could form part of an annual grant to the Parish Rooms . It was agreed that the Caretaker would work her hours as at present against a submitted time sheet. The current hourly pay rate was noted as being £6.31. The Secretary would work 3 hours per month for the Parish Rooms at the same rate paid by the Parish Council, again this could be billed to the Parish Rooms, or it could form part of an annual grant.

### **Bank Account**

The secretary said he was in the process of opening a bank account with Barclays Bank, but wondered if it would be easier to have an Alliance and Leicester account via the local post office. This to be investigated by the Secretary/ Clerk.

### **PAYE**

This would not change if the Secretary and Caretaker were employed by the Parish Council.

### **Insurance**

This year all the insurance had been paid by the Parish Council and has now been apportioned accordingly for the purposes of the accounts . Next year the Parish Rooms and the Parish Council each would be billed separately by the Insurance Company.

**VAT**

It was agreed to seek that further information on whether to register for VAT. Councillor Johnson would ask if Barrow Village Hall was registered and any background to this .

**Parish Council Grant**

It was agreed that the Chairman and Secretary would meet with the Caretaker [Gillian Forgrave] to discuss room hire charges and the general running costs of the Parish Rooms and report back to the Trustees. This will enable a more accurate calculation of the necessary level of grant required to be made by the Parish Council to the Parish Rooms.

**Necessary work required on the Parish Rooms**

The Chairman identified that there were certain items of work required regarding the Rooms in order that they be comfortable for those using them especially given that as the WI Hall is closing in the New Year there will inevitably be more use made of the Parish Rooms. She identified a need when cold for some form of supplementary heating given that the current heating system does not enable the room to be kept warm enough when it is cold outside. She also suggested that a professional builder be asked to look at the significant damp issue along some of the walls in the Parish Rooms so the Trust are at least aware of what was causing this and could then decide what action was required. Finally she suggested that a simple facelift be given to the main hall to make it more attractive to those using it .She however suggested that this third item was not the priority in the face of the other two.

The meeting closed at 9.45pm

Signed .....Dated .....