

ASHTON HAYES and HORTON-cum-PEEL

Meeting of the Parish Rooms Trustees

Monday 28th January 2019 at 7.00pm.
In The Parish Room, West End, Ashton Hayes.

Minutes

PRESENT:

Jane Colville (Chairman)
Ian Dossett
Naomi Deynem
James Lutton

Paul Varey
David Rounthwaite
Gillian Forgrave (Caretaker)
Trudy Ryall-Harvey (Clerk)

1. APOLOGIES FOR ABSENCE

Apologies were received from Barbara Craven, Richard Kinsey and David Wilson.

2. WELCOME AND INTRODUCTIONS

The Chairman welcomed everyone to the meeting and introduced Gillian Forgrave the Caretaker of the Parish Rooms to the meeting.

Cllr Varey undertook to include the Parish Rooms Trust minutes on the Parish Council website.

3. REVIEW OF MINUTES OF LAST MEETING HELD IN FEBRUARY 2018

Minutes were reviewed for accuracy and members raised a couple of points that were taken account of in the final version.

The options for improvement report by Strutt & Parker was felt to be something that needed to be reviewed on a regular basis but always to take full account of the uncertainty of the future of the Parish Rooms as a meeting place.

4. REPORT ON PRACTICAL WORK AND IMPROVMENTS UNDERTAKEN IN 2018

Cllr Dossett reported on the quote he had received to replace the windows and undertook to seek two further quotes prior to the work being undertaken. He will bring the quotes to a future meeting.

It was reported that during this year [2018] the back door had been replaced. Electrical work including the installation of a new fuse box and meter and the necessary electrical checking of the building had been undertaken. Fire checks by the Safety Officer together with the annual Fire Extinguisher and other equipment checks had been carried out.

It was reported that a Post Box was required to be fitted to the front of the Parish Rooms building and Cllr Lutton undertook to liaise with Mrs Forgrave and arrange that this happen.

Additionally, the Clerk undertook to get a quote to bring to the attention of the Trustees at the next meeting to install 5 lever BS Standard door locks to the front and rear doors together with window locks to comply with the buildings insurance.

It was requested that the age of the boiler be identified prior to the next Parish Rooms Trust meeting so a sustainability study could be undertaken and it be decided whether it would be appropriate and cost effect to replace with a new boiler.

Councillors asked that the cost of a window cleaner to clean the windows inside and out be sought as currently the Caretaker was undertaking this duty and it was felt that for health and safety reasons, someone trained in ladder safety should undertake this task. The Caretaker requested to undertake this training rather than employ a window cleaner. The meeting felt this option could be explored.

5. FIRE SAFETY MEASURES

The meeting asked that the Caretaker arranged for a group that hires the Parish Rooms regularly to take part in a fire safety drill on a quarterly basis at our request. The local neighbours would need to be informed prior to the drill being undertaken.

6. FINANCIAL MATTERS

- *Account and Financial Summary for 2017/18*
The Accounts and Financial Summary was submitted to the meeting prior to being sent to the Charity Commission. This was unanimously approved.
- *17/18 Cheque Stubs Checked and Countersigned*
This would be undertaken outside the meeting due to one signatory missing from the meeting.
- *Agree Proposal for Independent Examination of Accounts & Audit.*
The Clerk was seeking guidance as to whether a 2017/18 Audit of Accounts needed to be undertaken or whether a 2018/19 audit undertaken in April 2019 was sufficient.
- *Agree Operating Budget for 2018/19*
The 2018/19 Operating Budget was approved and it was agreed that the Parish Rooms should aim to break even each year, with any shortfall being addressed by a grant from the Parish Council. The meeting agreed that the Parish Council should pay for improvements and repairs from the reserves unless the Parish Rooms are in a financial position to meet these costs.
- *Agree charges for room hire for 2019/20*
The charges for the hire of the Parish Rooms were £7 for regular users and £10 for one off users – It was proposed by Cllr Varey and seconded by Cllr Rounthwaite that these charges should remain the same for 2019/20. The proposal was unanimously approved.
- *Fixed fee for hire of Parish Rooms by Parish Council*
It was proposed that as the Parish Council were a user of the Parish Rooms that they should also pay for the hire of the facilities. A fixed fee was suggested of £620 – this was calculated assuming the normal number of Parish Council Meetings and extra meetings that take place within a year. All agreed that this should be done for 2018/19 and quarterly invoices be raised for 2019/20. They asked the Caretaker to record the number and duration of the Parish Council meetings so this figure could be reviewed in twelve months.
- *Recharge of costs incurred by Parish Council*
It was proposed that costs being incurred by the Parish Council on behalf of the Parish Rooms, for example Insurance, Clerk time and payroll should be recharged by the Parish Council back to the Parish Rooms. This was unanimously agreed.
- *Budget for 2019/20*
The draft budget for 2019/20 was presented to the meeting, this was approved unanimously.

7. AOB

- *Annual Report*
The Chairman presented an Annual Report that she had prepared using a template from the Charity Commission, the meeting approved this report for submission to the Charity Commission.
- *Asset Register*

The Chairman submitted the Asset Register for approval by the meeting, the meeting asked the Caretaker to review this and confirm if anything else needs including.

- *Standing Payments*

It was suggested that the Clerk be given permission to make standing payments for the services and the Caretaker's salary - this was approved and the Clerk undertook to see if she could become a signatory for these items.

- *Caretaker* – it was reported that from April 2019 the Caretaker would be given a pay rise to bring her in-line with the minimum wage of £8.21 per hour. It was suggested that the current contract be reviewed and brought up-to-date to take this into account. Additionally, the meeting undertook to review separately if they wished to round up the pay amount and to what figure.

- *Maintenance Plan for 2019-20*

It was requested that the Clerk and Caretaker undertake to draw up a maintenance plan of facility improvement essentials to present to the next meeting.

8. Meeting date for 2019/20

Proposed dates for next meetings are 20/05/19, 02/09/19, 18/11/19 and 17/02/20

The Chairman closed the meeting by thanking Mrs Forgrave for all of the continued excellent work that she undertook to ensure the Parish Rooms were kept to the standard that they are.

Meeting was closed at 8.15pm

Trudy Ryall-Harvey (Clerk) 29-01-2019