

ASHTON HAYES and HORTON-cum-PEEL PARISH ROOMS ANNUAL GENERAL MEETING

**Monday 10th June 2019 at 6.00pm
In the Parish Room, West End, Ashton Hayes.**

MINUTES

Present: Cllr J Colville
Cllr B Craven
Cllr P Varey
Cllr I Dossett – Chairperson
Clerk: Trudy Ryall-Harvey

Cllr J Lutton
Cllr E Farrall
Cllr R Kinsey
Mrs G Forgrave - Caretaker

Cllr I Dossett opened the meeting by welcoming everyone to the AGM of the Ashton Hayes and Horton-cum-Peel Parish Rooms Trust.

APOLOGIES – No Apologies were received.

ACCEPTANCE OF MINUTES OF MEETING HELD IN JANUARY 2019

The minutes were reviewed for accuracy and accepted as a true and correct record of the meeting held on 28th January 2019.

ANNUAL REPORT

The Chairman presented an Annual Report that had been prepared for the last year. The trustees approved this report for the period April 2018 – March 2019 for submission to the Charity Commission.

REVIEW OF PRACTICAL WORK

The Clerk reported on all of the work that had been undertaken since the last meeting, this included:

- Boiler Service and fitting of Room Thermostat
- Door and Window locks fitted to comply with insurance requirements
- Key safe fitted outside of Parish Rooms
- Post box fitted outside of Parish Rooms
- The Caretaker had undertaken an online Ladder Safety Training course.

REVIEW PRACTICAL WORK AND IMPROVEMENTS BUDGET FOR 2019/20

- Timer for the lights – get a cost for this.
- Insulation – E Farrell reported she could source insulation if we could find someone to install it.
- Window Replacement – I Dossett confirm he had contacted 14 companies to request quotes for replacement windows. He presented costs for Hardwood double glazed units, single glazed units and softwood options. It was agreed to proceed and replace the front windows in 2019/20 with hardwood double glazed windows, then look to replace the rear windows in 2020/21.
- Boiler – J Colville confirmed that Total Boilers were coming to quote on Wednesday.
- Hygiene Facilities – a quote had been received of £6.69 per bin per month. It was agreed to proceed with one bin and put up signs on the toilet doors for male and female.

- Wi-Fi – it was agreed that this should be explored as the trustees felt it would be a valuable contribution to the Parish Rooms – P Varey undertook to seek quotes.
- Replacement Furniture – it was suggested that 3 tables be replaced in 2019/20 due to the poor condition and then 3 further tables be replaced in the following year. Quotes of £50 per table were approved.

VERBAL REPORT ON FIRE SAFETY MEASURES UNDERTAKEN SINCE LAST MEETING

The Caretaker reported that she had been through with all the groups, the fire procedures for the Parish Rooms, together with undertaking a fire drill on 27th March 2019. It was suggested that an LED torch be purchased to put near the back door of the Parish Rooms in case of emergencies during the hours of darkness. The edging tiles between the Parish Rooms and the neighbour by the gate need attention as they could be a real obstacle and hazard in the event of there being a quick exit. An alternative needs exploring and the neighbour has herself raised it as an issue and is happy for this to happen.

ACCOUNTS

- *End of Year Cashbook for 2018-19* was submitted to the meeting, approved and signed against bank statements.
- *The Accounts and Financial Summary* was submitted to the meeting prior to being sent to the Charity Commission. This was unanimously approved.
- *Internal Audit 2018-19*. It was reported that this had been carried out and the comments of the Internal Auditor were brought to the meeting for noting.
- *Cashbook and Outturn Sheet for 2019-20* were brought to the meeting. It was requested that comments be added to the right-hand side of the spreadsheet to help explain expenditure.
- *Reconciliation of YTD Cashbook* was signed against the bank statement to date.

TIMEBANK

Following the previous Parish Council Meeting, where it was reported that Timebank were restructuring to become a volunteer led organisation, it was suggested that they be encouraged to apply for support of some kind from the Parish Council to assist them with their costs. It was agreed that Jane Colville would meet with them and ask for information to further enlighten the Parish Council and guide them in determining what type of support would be most appropriate and effective.

The Caretaker left the meeting.

CARETAKER

It was reported that a review of the budget against actual salary would be undertaken prior to the next meeting and brought for the Trustees to approve.

A question was raised as to the amount of unsocial hours the caretaker undertook. The clerk reported she had requested that any unsocial hours be highlighted on the caretaker's timesheet for future so this could be monitored and reduced. It was agreed that the Caretaker was excellent at her job and if unsocial hours could be reduced to improve the caretaker's life this should be encouraged.

The meeting agreed that the Caretaker's contract should be changed from a '0' hour contract on minimum wage to a 15 hours per month minimum contract at a rate of £8.50. All were in favour of this and the contract can be signed outside of the meeting in accordance with this.

It was noted that the Caretaker would be taking annual leave between 8th and 29th August (actual dates to be confirmed).

The next meeting takes place on Monday 2nd September, 2019 at 7.00pm
Apologies were received in advance from B Craven and E Farrell