

# **ASHTON HAYES and HORTON-cum-PEEL PARISH ROOMS MEETING**

**Monday 2<sup>nd</sup> March 2020 at 7.00pm  
In the Parish Room, West End, Ashton Hayes.**

## **MINUTES**

**Present:** I Dossett – Chairperson  
P Varey  
B Craven  
S Pilott  
J Colville  
D Rounthwaite  
G Forgrave - Caretaker

**Clerk:** Trudy Ryall-Harvey

**APOLOGIES** – Apologies were received from J Lutton.

### **ACCEPTANCE OF MINUTES OF MEETING HELD ON 2<sup>nd</sup> DECEMBER 2019**

The minutes were reviewed for accuracy and accepted as a true and correct record of the meeting held on 2<sup>nd</sup> December 2019.

### **REVIEW OF PRACTICAL WORK**

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

- Window Replacement – the front windows had now been replaced and were waiting to be painted.
- Kitchen Tap – due to a fault with the kitchen tap, it was reported that this had recently been replaced.
- Backdoor lock – it was reported that due to the backdoor lock developing a fault Chris Parry had reviewed and repaired the lock.
- Gents Toilet – it was reported that some work had been undertaken on the Gents Toilet. however, the water is still running into the toilet due to the stop-cock – ID undertook to look to see if this could also be repaired.
- Room Thermostat – it was reported that the room Thermostat that had been fitted to the old boiler and was less than 12 months old had been sold and the Parish Council received £15 for it.
- Fire Extinguishers – it was reported that the Fire Extinguisher Annual Check had been carried out and the replacement certificate had been put on the noticeboard in the Parish Rooms.

### **REVIEW OF PRACTICAL WORK FOR APPROVAL**

- Rear Window – confirmation was sought as to if the funding for the Rear Windows be requested from the Parish Council and ordered from C Parry. The trustees confirmed that they would like to review this again in six months.
- Baby Changing Facilities in the Parish Rooms – it was reported that a family had recently enquired about booking the Parish Rooms and they had asked if it had baby changing facilities. Therefore, it was suggested that a folding changing table be installed into the ladies toilet. The trustees felt that there was not enough demand for this facility to warrant a changing table to be installed at this time but would be happy to review this again in the future should the demand change.
- Rear Damp Course – I Dossett confirmed that they were waiting for the drier weather before digging out the yard at the back of the Parish Rooms.

- Timer for Lights – the Caretaker confirmed that this was not a huge issue and therefore the trustees undertook to monitor and review again in the future.
- Insulation – it was confirmed that the contact that the clerk had originally thought would undertake this work had confirmed they were no longer able to do it. I Dossett confirmed he would be happy to undertake this work subject to another volunteer assisting and the necessary scaffolding being provided. It was agreed to carry this forward until the Autumn.
- Replacement Tables – The Caretaker had requested if two further tables could be purchased following the success of replacing four other tables – the trustees confirmed they were happy to do this.
- PAT Testing – this should be rescheduled for 2020-21. It was highlighted by J Colville that it was not a legal requirement to carry out PAT testing every year, however, the trustees felt it would be good practice.

## ACCOUNTS

- *Cashbook and Outturn Sheet for 2019-20* were brought to the meeting and noted.
- *Reconciliation of YTD Cashbook against Statement* – I Dossett signed the cashbook against the most up to date statement.
- *Bookings v Budget* – the Clerk provided a summary of the YTD bookings against the budget for the trustees to review. Bookings had been higher than the budget which was positive but concern over the amount of reliance the Parish Rooms had with a single user was raised. It was also reported that income was down against 2018-19, however, the income in 2018-19 was not accurate due to the issues caused by the previous clerk.

## AOB

- Booking\Cancellation Policy - The caretaker asked if it would be possible to work on a cancellation policy for booking of the Parish Rooms. The trustees felt this would be very beneficial – S Pilott undertook to draft one. (2 weeks or more notice – full refund, 48hrs – 2 weeks ½ refund, 48hrs notice or less no refund). It was also decided that payment for the room hire should be collected in advance of the booking and that an agreement be provided to people hiring the room.
- Website – the Caretaker raised that people were trying to book the village hall but sending the enquiry to her at the Parish Rooms. She felt that the website may be misleading. P Varey undertook to include a disclaimer on the website pointing out a link to the Village Hall for those wishing not to book the Parish Rooms until S Pilott and the caretaker provided up to date website content. The Caretaker sought clarification of hourly rates v daily rate costs – the trustees confirmed that there was only one rate.
- Around Ashton – J Colville undertook to advertise the Parish Rooms facilities in the next edition of the Around Ashton. It was also requested that the clerk seek to find out costs of advertising in other local newsletters (Tarvin, Manley, Kelsall & Mouldsworth).
- Timebank – J Colville confirmed that Timebank had made a fabulous start at sorting and reducing the amount of storage they required. J Colville undertook to write again and ask them to sort out the jigsaws.
- Fire Drill – it was agreed that there should be a fire drill arranged within the next few Parish Council meetings – a letter should be sent round to the residents of Westend.
- Key-lock – the Caretaker asked if the keylock code should be changed – the Trustees confirmed that they would like it changed.

Meeting closed at 8.20pm

The Annual General Meeting takes place on Monday 1<sup>st</sup> June, 2020 at 7.00pm