

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

Monday 1<sup>st</sup> June 2020 at 7.00pm Via Zoom.

## MINUTES

**Present:** I Dossett – Chairperson  
P Varey  
B Craven  
E Farrall  
**Clerk:** Trudy Ryall-Harvey

J Colville  
J Lutton  
J Whitelock-Wainwright  
S Pilott

**APOLOGIES** – Apologies were received from G Forgrave (Caretaker), D Rounthwaite and R Kinsey.

### ACCEPTANCE OF MINUTES OF MEETING HELD ON 2<sup>nd</sup> MARCH 2020

The minutes were reviewed for accuracy and accepted as a true and correct record of the meeting held on 2<sup>nd</sup> March 2020.

### 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 2019 – March 2020 for submission to the Charity Commission.

### ACCOUNTS

- *End of Year Cashbook for 2019-20* was submitted to the meeting, approved and signed against bank statements. The Trustees thanked the Caretaker for ensuring all money due in from invoices was received on time within the financial year. The Trustees also thanked the customers for paying on time.
- *The Accounts and Financial Summary* were approved and it was proposed by J Colville and seconded by P Varey that they be submitted to the Charity Commission following the meeting.
- *Internal Audit 2019-20*. It was reported that this had been carried out. The comments of the Internal Auditor were brought to the meeting and they were positive, and no material issues were raised. The auditors recommended improvements have been adopted.
- *Cashbook and Outturn Sheet for 2020-21* were brought to the meeting and noted. It was requested that the income line be amended to show no income until end of December 2020.
- *Payments* – it was unanimously approved that the Clerk could make payments in-line with the budget for all budget headings and payments need not wait until meetings for approval.
- *Bank Account* – it was requested that the Clerk explore changing the name of the Parish Council Two Account to be Ashton Hayes Parish Rooms account.

### BUILDING MAINTENANCE

It was reported that following a recent water bill of £788.77 a water leak had been identified and a plumber had been called to undertake repairs to a toilet.

It was requested that a quote be requested from the plumber to install a new stop tap under the sink in the kitchen.

It was reported that since the Covid-19 Lockdown, the Caretaker has undertaken the following caretaking & maintenance work:-

- 3 x per week checking of the Parish Rooms
- Weeding, brushing of the path in front of the parish room.

- Brush down walls, windows and doors outside.
- Cleaning Windows in and out.
- Painting windows sills inside.
- Painted back door in and out.
- Weeding gravel at back.
- Cleaning out drains and washed windows at the back.
- Cleaning out drawers and cupboards.
- Cleaning fridge and microwave.
- General clean each week.

The Trustee's thanked her for being so conscientious during this time.

The Caretaker sought to get a quote to dry clean the curtains. It was decided to wait until the rooms were going to be opened again before doing this.

It was requested that a quote be obtained to apply an additional top coat of paint to the front windows.

### **HIRER AGREEMENT**

The draft hirer agreement was circulated prior to the meeting for the Trustee's review. It was agreed that this should be adopted moving forward for use by the Caretaker and included on the website.

### **CARETAKER**

The Chairman outlined a proposal to move the Caretaker from minimum wage to the government SCP points 1-5 to give the Caretaker pay award more structure, allowing for a yearly incremental salary increase moving forward. This was unanimously approved to move forward with this and back date to 1<sup>st</sup> April 2020.

It was agreed to explore options to furlough the Caretaker.

It was agreed to explore grant money available for Community Rooms to compensate for loss of income.

### **DATE OF MEETINGS FOR 2020-21**

The dates of the meetings for 2020-21 were approved as follows:

- Monday 7<sup>th</sup> September 2020 at 7:00pm
- Monday 7<sup>th</sup> December 2020 at 7:00pm
- Monday 1<sup>st</sup> March 2021 at 7:00pm
- Monday 7<sup>th</sup> June 2021 at 7:00pm (AGM)

### **AOB**

**Scarecrow Trail** – entries officially closed 31/5/2020 and 56 entries have been received. These included the nursery, Manley School and hopefully Ashton School. Approximately 8 judges have been engaged. The organisers have been very impressed with the uptake.

L Colville is going to plot a trail on Google Maps so that people can use this to undertake the trail. I Dossett suggested to contact the PCSO to notify them of the event.

***Meeting closed at 7.49pm***

The next Parish Rooms meeting is scheduled to take place on Monday 7<sup>th</sup> September, 2020 at 7.00pm