

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

Monday 7<sup>th</sup> September 2020 at 7.00pm Via Zoom.

## MINUTES

**Present:** I Dossett – Chairperson  
P Varey  
B Craven  
E Farrall  
J Colville  
J Lutton  
S Pilott  
D Rounthwaite

**Clerk:** Trudy Ryall-Harvey

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

### ACCEPTANCE OF MINUTES OF MEETING HELD ON 1<sup>st</sup> JUNE 2020

The minutes were reviewed for accuracy and accepted as a true and correct record of the meeting held on 1<sup>st</sup> June 2020.

### ACTIONS SINCE LAST MEETING

It was reported that all actions since the last meeting had been undertaken and completed where possible:-

Date	Action	Actioned by	Status
01-06-2020	Amend income on Out-turn spreadsheet down to '0' until January 2021	Clerk	Completed
01-06-2020	Request change of bank account name from Parish Council Two Account to Ashton Hayes Parish Rooms	Clerk	Completed
01-06-2020	Request quote to get stop tap under sink either repaired or a new one fitted	Clerk	Completed
01-06-2020	Apply for refund to water bill once fault has been repaired	Clerk	Completed
01-06-2020	Get three quotes to paint front windows externally	Clerk	Completed
01-06-2020	Hire Agreement to be adopted	Caretaker	Completed
01-06-2020	Minutes of March Meeting to be put on Website	P Varey	Completed
01-06-2020	Financial Report and Annual Report to be put on Website	P Varey	Completed
01-06-2020	Financial Report and Annual Report to be submitted to Charity Commission	Clerk	Cannot find anywhere to submit them.
01-06-2020	Submit Annual Return to Charity Commission	Clerk	Completed
01-06-2020	Explore Loss of Income Grants	Clerk	Completed

### FINANCIAL MATTERS

The Trustees approved the YTD Cashbook and Out-turn Spreadsheets which were presented to the meeting.

The Trustees asked for clarification with regards to the high waterplus bill, the Clerk confirmed that there had been a leak which caused the large water bill, this had now been repaired.

It was reported that following the last meeting when the Clerk had been tasked to seek grant funding to help support the Parish Rooms due to the COVID-19 lockdown that £10,000 had been applied for and awarded from CWaC.

## **BUILDING MAINTENANCE**

The Caretaker provided a report in her absence to the meeting to confirm that the front outside windows have now been painted, together with the window sills on the large back window and the Caretaker has started to sand-down the frame.

The Caretaker continues to cobweb the main room and undertake general maintenance and cleaning of the room and toilets and the front of the Parish Rooms (this includes weeding & brushing the front pavement) and check the rooms regularly each week.

The Caretaker has also recently requested if it would be alright to undertake some repair work to the rear window in the Parish Rooms prior to painting it. It was confirmed that this maintenance work could go ahead.

Diana Riley from Timebank has been into the Parish Rooms to change some library books for Timebank. This was organised by Jane, Ian and Paul. The Caretaker made sure that sanitiser was available on entering the building and she asked that the books be quarantined when brought back. It was agreed that there would be no hire charges for this service during the lock-down.

The Caretaker also has asked if it would be acceptable to repair the opening section of the large back window. The Trustees confirm they were happy for the Caretaker and her partner to repair this. They assigned a budget of £50 for this job. Mr Dossett requested that appropriate safety equipment be used when undertaking this job. The Trustees thanked the Caretaker and her partner for their help and assistance with this.

It was requested that the Caretaker turn on the heating at the end of September low to keep some heat in the building and comply with the insurance policy.

## **PARISH ROOMS RE-OPENING**

The Trustees discussed that the Parish Rooms is a small space, has limited ventilation, no 'in and out' facilities therefore it was agreed that the Parish Rooms should remain closed and this will be reviewed in January 2021. It was suggested that our customers be contacted to find out how they are coping with the shutdown and if there was any need/demand to reopen the Parish Rooms.

It was also suggested to include a piece in Around Ashton to advise of the current position of the Parish Rooms.

## **AOB**

No other business was raised.

***Meeting closed at 7.30pm***

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