

ASHTON HAYES and HORTON-cum-PEEL PARISH ROOMS MEETING

Monday 7th December 2020 at 7.00pm via Zoom.

MINUTES

Present: I Dossett – Chairperson
P Varey
G Forgrave (Caretaker)
Clerk: Trudy Ryall-Harvey

J Colville
D Rounthwaite

APOLOGIES – Apologies were received from James Whitelock-Wainwright, James Lutton, Sally Pilott, Barbara Craven and Elaine Farrall.

ACCEPTANCE OF MINUTES OF MEETING HELD ON 1st JUNE 2020

The minutes were reviewed for accuracy and accepted as a true and correct record of the meeting held on 7th September 2020.

Ian Dossett requested clarification as to the cost to get the stop-tap repaired under the sink at the Parish Rooms. The Clerk confirmed that the cost of the repair together with the repair to the toilet was £92.00.

Ian Dossett also asked if we had received a response to the application for a refund on the water bill. The Clerk confirmed that we were not eligible for a refund due to the fault being on our property.

ACTIONS SINCE LAST MEETING

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

Action	Actioned by	Status
Boiler Service	Clerk/Caretaker	Completed
Broadband Internet Connection Cancelled	Clerk	Completed
Repair to rear window	Caretaker	Completed
Boiler Thermostat Review – switched on to Frost setting	Caretaker/ Ian Dossett	Completed

CARETAKERS REPORT

The Caretaker provide a reported that she has completed all painting of the window frames inside and out of the front two new windows. Her husband, Andrew, has built a new opening small window on the large gothic window at the back of the Parish Rooms as it had all rotted through. He has used new wood to build the window and managed to use the existing glass pane. He has also installed a wooden lip above the window on the outside to stop the rain landing on top of the frame – so with this repair the window should last another few years.

At the moment the Caretaker is cleaning up the window furniture back to **its** original state and she will be starting to paint the inside frames of the large gothic window, toilet windows and the walk-in cupboard after Christmas. The Caretaker continues to clean and maintain the inside and outside of the building and checks the room regularly each week.

Diana Riley from Timebank uses the Parish Rooms monthly, on a Wednesday, to change library books for the elderly residents. The Caretaker confirmed that she believes there is a good safe regime in place using sanitizer and quarantining the books that are brought back in.

The boiler was serviced on 4th November and all was fine.

The heating was turned on at the end of September and the thermostat set at 7 degrees Celsius as requested. The Caretaker also confirmed she had contacted the users of the Parish Rooms explaining the situation and why the room will remain closed and also that the trustees will be reviewing it in March 2021.

The Caretaker went on to make the following recommendation for the Trustee's approval:

Requested that frosted plastic could be installed to the lower panes of glass on the rear gothic window to provide privacy to the neighbour.

ACTION: Get quote for film for the three lower glass panes of the rear window – to a maximum value of £50 without bringing back to the Trustee's.

The following point was raised as a matter of concern:

Residents at the end house have erected a tall solid gate and the Caretaker asked how this would impact the fire safety and emergency exit route. I Dossett confirmed that this had been raised with the residents at the time that planning approval was sought and confirmation has been received that the gates will remain accessible at all times and not be blocked. This is to comply with the right of way through their property from the Parish Rooms.

I Dossett suggested that the heating be turned on a day prior to the Caretaker undertaking any painting of internal windows.

FINANCIAL MATTERS

Cashbook & Out-turn

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

The overspend on the utilities for the year was highlighted and explained that this was due to the higher than budgeted water bill due to the leak that was highlighted at the start of the financial year.

Bank Reconciliation

The Trustees agreed the reconciliation between the Cashbook and bank statements that was provided to the meeting.

Budget 2021-22

The budget for 2021-22 was reviewed, some small amendments were requested. It was also requested that the utilities be split onto different rows so that the water and gas & electricity costs can be seen individually.

The budget for 2021-22 was approved.

ACTION: look to get a refund of any credited amount on electricity and gas account in February 2021.

David Rounthwaite joined the meeting.

Salary Review

The Caretakers Salary was reviewed and approved to increase one SC Point in April 2021 to SCP2.

Gigaloch

P Varey reported that Gigaloch are offering lifetime free internet access for Community Buildings. Following a discussion, the Trustees confirmed that they were happy for the Parish Rooms to apply to Gigaloch to undertake the survey to install FTTP.

ACTION: P Varey to liaise with Gigaloch to complete the survey and move to the next stage

PARISH ROOMS RE-OPENING

The Trustee's reconfirmed that due to the Parish Rooms being a small space with limited ventilation and no 'in and out' facilities, the Parish Rooms should remain closed and this will be reviewed in March 2021.

J Colville reported that a Timebank Library volunteer has been visiting the Parish Rooms on a monthly basis in order to get books out for Timebank members who want them. Jane has checked with Timebank and they would like to increase their visits so that they become weekly. It would be one representative, who would change the books and update the list of books that are available. It was agreed that subject to the date and time being convenient to the Caretaker that Timebank could access the Parish Rooms on a weekly basis.

AOB

No other business was raised.

Meeting closed at 7.55pm

The next Parish Rooms meeting is scheduled to take place on Monday 1st March, 2021 at 7.00pm