

North Mundham Parish Council Village Hall Management Committee

Minutes of the Village Hall Management Committee Meeting held on 12th November 2018 which commenced at 19.00pm at North Mundham Village Centre.

PRESENT: Cllr. Frances Neave (Chairman), Cllr. Annie Maclean and Cllr. Keith Phillips.

In attendance: Mrs Louise Chater (Parish Clerk).

V16.18 PUBLIC QUESTION TIME

None.

V17.18 APOLOGIES AND REASON FOR ABSENCE

Terry Reed - Caretaker & Booking Secretary - prior commitment.
Jenny Harper - Table Tennis representative - prior commitment.
Peter Baldwin (Table Tennis Representative) - absent.

V18.18 CODE OF CONDUCT

1. Declaration of Interest in items included on the agenda - none.
2. Dispensation requests - none.

V19.18 MINUTES

On a proposal by Cllr. Maclean, it was RESOLVED to accept the Village Hall Working Party Minutes of the meeting held on 1st October 2018, this was duly completed.

V20.18 VILLAGE HALL CARETAKER CONTRACT - expires 31st March 2019

At its meeting on 1st November the Parish Council had resolved to offer TP & TJ Reed, Crystal Cleaning Company, the opportunity to extend the contract for a further two years; any variation of contract including fees needs to be submitted to the parish council by 5th December 2018. The Clerk stated that she had spoken to the Caretaker and had emailed him the Parish Councils offer to extend the contract.

V21.19 BOOKING SECRETARY CONTRACT - expires 31st March 2019

At its meeting on 1st November the Parish Council had resolved to offer TP & TJ Reed, Crystal Cleaning Company, the opportunity to extend the contract for a further two years; any variation of contract including fees needs to be submitted to the parish council by 5th December 2018.

The Chairman reported that she had spoken with the Hall Booking Secretary regarding transferring over to Office 365 and he had confirmed that he required the provision of a computer to carry out the duties of this role. It was noted that the Hall Booking Secretary was a contractor and therefore the contractor should provide the necessary IT

to enable him to carry out the role. However following discussion, it was agreed that the Village Hall Management Committee would be willing to purchase a laptop which would remain a parish council asset. The Chairman agreed to speak to the Hall Booking Secretary regarding this matter and the Clerk would obtain a quote.

V22.18 FINANCE

1. Financial Statement - it was noted that the Financial Statement for September had been accepted by the Parish Council. The bank balance at todays date stands at £29,559.85.

Cllr. Maclean presented the proposed water costs with a 60/40 split 40% being the village hall contribution, it was agreed that this was a fair split due to the differing hall use. Cllr. Maclean is presenting the report to the Playing Field Management Committee at the next meeting. Castle Water are offering a dual water rate and this is being considered by the Playing Field Management Committee. The Playing Field Management Committee would issue an invoice in due course.

2. Outstanding Hall User Invoices

Invoice Number	User	Description	Outstanding invoice
I2052	West Sussex County Council	Play & Learn	100.00
I2063	St Stephens Church	Church Quiz	60.00
I2072	St Stephens Church	5 Village Lunch Club	60.00
I2098	West Sussex County Council	Play & Learn	100.00

It was noted that the Clerk had chased all outstanding invoices, West Sussex County Council were addressing the issue. The Clerk had emailed the treasurer several times for St Stephens but had received no response which is unusual so will issue hard copies which will be hand delivered.

3. Budget 2019/20 - The parish council budget working party had met and had reviewed the budget for 2019/20; the proposal to change the corridor doors, floor treatment and replacing the small hall external doors had been included in the budget.
4. Lettings - It was noted that Samantha Jane Watson Dance has given notice for the Wednesday hire, however, she is considering moving to the Free School after Christmas.
5. Gala Grant - the Gala had kindly donated £400.00 towards the cost of providing a new directional sign for the village hall, it was agreed that

the directional sign would state North Mundham Village Centre. It was noted that County Cllr. Fitzjohn had stated that he would investigate the highways issues associated with installing a sign in the highway verge.

V23.18 BOOKINGS

Concern was expressed with regard to the Table Tennis standing order following the hall hire increase it was agreed that the Clerk write to the Treasurer to request the standing order is increased with immediate effect to £275

V24.18 TABLE TENNIS - report from representative

No report received.

V25.18 MAINTENANCE

1. Health & Safety check - has been completed the illuminated emergency fire exit sign in the small hall has been replaced. Replacement fire safety signs have been purchased and are in the process of being installed.
2. Fire safety inspection is due to take place on 13th November a file has been prepared for the inspection, the Caretaker and Chairman would be in attendance.
3. Roof repair - the insurance company has advised that Best Choice Roofing carry out the work. Clerk to write to instruct Best Choice Roofing.
4. Boiler service is due to take place the Chairman has had difficulty getting a time with the installer. Therefore, Tim Croucher Plumbing & Heating Ltd has agreed to carry out the service
5. Store room 3 door - Cllr. Phillips to investigate.
6. Self-closing door ladies toilet - The Caretaker has agreed to carry out the repair work.
7. Disabled toilet - Tim Croucher Plumbing & Heating Ltd booked to carry out the repair to the leaking toilet.
8. Wooden Village Hall sign - the replacement sign would be metal and would state Village Centre.
9. Awning - Cllr. Maclean reported that at the Playing Field Management meeting if there was a cost the Playing Field Committee then they were not prepared to purchase the awning but if there was going to be no cost to the committee then the project would go ahead. It was noted that Cllr. Chivers had requested clarification from HMRC with regard to the VAT issues and the Parish Council had requested sight of the question as well as the response from HMRC. Discussion took place with regard to the awning being placed on the village hall wall, concern was expressed with regard to the maintenance costs and the

potential for the area to become a smoking shelter which would cause issues for Sunbeams.

10. Electric Shutters- it was noted that both shutters have stopped working the battery powerpacks need replacing at a cost of £500 per powerpack, there is no manual override, it was agreed to investigate the cost of replacement manual shutters. AW Garage Ltd who installed the doors has temporarily overridden the system to enable the doors to open.

V26.18 MARKETING & BUSINESS PLAN

1. Sussex Views - It was noted that Cllr. Maclean would draft the information for the advert which would be used for both Sussex Views and Local Life, however, due to the councillor's commitment to producing the Neighbourhood Plan, this would not be for some time. Consideration to be given to a percentage reduction if the advert is mentioned.
2. Local Life - Clerk to provide a copy and confirm with Local Life the circulation within the parish.

V27.18 EXTERNAL CORRESPONDENCE

None.

V28.18 REPORTS ON EXTERNAL MEETINGS

None.

V29.18 ITEMS FOR FUTURE AGENDA

None.

V30.18 MEETING CALENDAR

1. Working party - 10th December
2. Working party - 14th January

Meeting closed at 20.22pm

Signed: _____ Chairman to North Mundham Parish
Council Village Hall Management Committee

Dated: _____