

Minutes of the Parish Hall & Grounds Committee held via Zoom on Tuesday 30<sup>th</sup>  
March 2021, at 7.00pm.

Present: Cllr. Mrs. H. Cumberpatch (Chair)  
Cllr. Mr. G. Cotton (Vice-Chair)  
Cllr. Mr. D. Pringle.  
Cllr. Mrs. C. McGann  
Cllr. Mrs. L. Harley  
Cllr. Mr. M. Westmoreland  
Cllr. Dr. G. Lewis  
Cllr. Mrs. M. Birkitt  
Cllr. Mr. N. Jackson  
Cllr. Ms. D. Hopwood  
Mrs. J. Murden (Asst. Parish Clerk/Parish Hall Manager).  
Mrs. A. Smith (Parish Clerk/Responsible Financial Officer).

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- 26/20. To receive apologies for absence.  
No apologies had been received prior to the meeting.
- 27/20. Declaration of Members' interests.  
LH declared a non-prejudicial interest in item 32/20 on the agenda.
- 28/20. To note the minutes of previous meeting.  
The minutes from the meeting held on 26<sup>th</sup> January 2021, were noted.
- 29/20. Matters arising from the minutes.  
None.
- 30/20. Financial position to date.  
It was noted that no queries had been received prior to the meeting.

Salary statements:

**It was RESOLVED to accept the 2020/2021 Salary Statements. All in favour.**

The Clerk will realign these reports & add gridlines in future as requested.

Committee Budget Statements:

**It was RESOLVED to accept the 2020/2021 Committee Budget statement. All in favour.**

2021/2022 Budget.

LH reported on the current financial situation in respect of the Parish Hall & Grounds & the plans for managing the situation going forward for the coming financial year to ensure that the hall can continue for the next 12 months even if no hiring's take place.

Members were advised of the proposed bank account arrangements going forward in respect of hiring charges etc.

31/20.

Insurance Claim Update.

JM updated Members on the additional BI claim & some additional invoices that have been received. A final sign off meeting is to take place on the 7<sup>th</sup> of April with the loss adjusters & claim handler. The claim remains open due to an ongoing issue with the double doors. The complaint regarding the handling of the claim at the start has now been submitted to the insurers for consideration.

32/20.

Caretaking/Maintenance Issues Update.

JM updated Members regarding the works that have been carried out recently & thanked GC for his help with this.

JM thanked GC for his help.

It was noted that the damage to the hall floor cannot be repaired until the next sand & re-seal takes place.

Kitchen/lounge Roof Works -

These works are planned for April along with the walkway works. JM is pushing for before the 12<sup>th</sup> of April for the walkway works but this may not be possible.

GC gave a report on the works that he has carried out to date.

Car Park - planned maintenance.

VIA are to carry out a detailed design plan for the new drainage system for the car park. Once the plan has been received, quotes can be obtained to carry them out.

It was suggested that a height barrier should be installed once the new car park surface has been completed. A detailed discussion took place regarding this & other possible measures, also white lining costs etc.

Walkway -

A new amended quote from Rain Defence Roofing of an additional £340.00 has been accepted as the original had not been based on exactly what is needed.

33/20. Parish Hall Play Park.

It was noted that a clean-up was undertaken last week. Grass cutting will be commencing shortly. It appears that BBC are following the GM contract that was previously operated when the Council paid them as contractors. This only covers grass, hedge cutting & weedkilling only. Other works will have to be arranged either with them or other means.

MW suggested the introduction of a wildflower area. It was agreed that the little orchard area might be suitable for this.

It was noted that the moss on the tarmac areas in the park.

34/20. Fire Risk Assessment.

A detailed discussion took place.

**It was RESOLVED to accept the quote from JW Simpkin to carry out a full Fire Risk Assessment for the Parish Hall with its new layout. All in favour.**

35/20. Hall Hire Fees & Charges - to consider an update to existing promotional material.

Following a detailed discussion, it was agreed to bring this back to the April Council meeting for further consideration.

36/20. Reports:

Parish Hall Committee Chairman - It was noted that a thank you email had been received from a resident who had been evacuated to the Parish Hall during the recent emergency.

Asst. Clerk/Parish Hall Manager: Members were asked to note the contents of this report, particularly in respect of the double doors & bookings.

37/20. Misc. items of repair, maint. etc.

It was noted that a copy of the report had been circulated to Members prior to the meeting & that no queries had been received.

It was requested that going forward the initials of those authorizing these payments be noted on the report.

38/20. To consider applications for hire.

It was noted that a copy of the report had been circulated to Members prior to the meeting & that no queries had been received.

39/20. Clerk's Report.  
The Clerk ask Members if they would support the relocation of the car park planters going forward for better effect.

40/20. Date of next meeting - To be confirmed.  
The meeting closed at approximately 20.30pm.

Signed.....Chairman

Date.....