

**Minutes of the Meeting of the Wallops Parish Hall Management Committee  
held on Monday, 22<sup>nd</sup> June 2015 in the Wallops Parish Hall**

**Present:**

Cllr Lindsay Murray-Twinn (Chairman)(LMT)  
Cllr Edward Souter (Vice-Chairman) (ES)  
Cllr Tony Burden (TB)  
Cllr Guy Cairns (GC)  
Cllr Lynne Curry (LC)  
Cllr James MacDonald-Smith (JMS)  
Cllr John Taylor Firth (Treasurer)(JTF)

No members of the public attended.

**Apologies:**

Cllr Helen James (HJ) and Mrs Debbie Francis (DF) (Caretaker/Bookings).

1. **Welcome.** The Chairman opened the meeting at 7.00 pm.
2. **Approval of the Minutes of the Meeting held on 24<sup>th</sup> November 2014.** The minutes were approved unanimously as a true record and were signed by ES. Proposed: LMT. Seconded: GC.
3. **Declarations of Interest.** There were none.
4. **Urgent Items - Future Hall Management.** The committee discussed the longer term management of the hall and the roles of the manager, treasurer, bookings clerk and caretaker. The problem of finding volunteers for the first two roles and the increased use of paid staff was also discussed. No decisions were made and the committee agreed to discuss the matter further at an informal meeting in September.
5. **Caretaker's Points.** There were none.
6. **Finance – Hall Account**

**Audited Accounts for Financial Year ending 31<sup>st</sup> March 2015.** The Treasurer circulated audited copies of the summary of receipts and payments, the balance sheet and notes to the accounts. He explained the various items and demonstrated that there had been an excess of income of £4,786 during the year and that the general fund contained a credit balance of £14,510 at the end of the period. The auditor had approved the accounts on 27<sup>th</sup> May and had not raised any comments. The Treasurer requested approval of the accounts.

The Chairman thanked the Treasurer for his immaculate record keeping and the committee approved the accounts unanimously. Proposed: GC. Seconded: ES.

**Annual Return to the Audit Commission.** The committee was shown copies of the draft annual return and the Treasurer answered questions about the details shown. He pointed out that the figures shown in the Accounting Statements (Section 1) had been approved by Mrs Patel and that she had completed the Internal Audit Report (Section 4) on 27<sup>th</sup> May 2015.

The committee approved the Accounting Statements (Section 1) and the Annual Governance Statement (Section 2) of the return and authorized the Chairman and Treasurer to sign the return. Proposed: GC. Seconded: ES.

**Account Statement.** The Treasurer circulated an account statement which showed that there was a bank credit balance of £15,650.04 on 22<sup>nd</sup> June. He also stated that he held no cash for the account at present and that, allowing for forecast income and expenditure over the next few days, the account would gain an extra £135 by the end of June.

The committee took note of the situation.

**7. Building Maintenance and Equipment.**

Routine Maintenance. JTF reported that the carpet tiles had recently undergone contract cleaning and continued to be in a fair state of wear. He had booked Clive Hutchinson to clean the roof guttering in the next few days as some weeds had taken seed in places. He also stated that he planned to employ a decorator to fill minor cracks and carry out some painting of the interior walls and window sills during the quiet period in August.

Floor Cleaning in the Large Hall. LC asked about the cleaning of the hall after dog training classes. JTF explained that the users swept the hall as they left in the evening and that the caretaker checked and if necessary cleaned the hall again and ventilated it the next morning. He agreed to liaise with all concerned to see if the system and /or the equipment used could be improved.

Additional Storeroom. JTF stated that he had made little progress with this project as he waited to see the completion of another business year and confirmation that hall annual income and reserves continued to be buoyant enough to support the project. The committee discussed the matter and some concerns were raised about the costs of the build in relationship to the benefits provided by the extra space (an increase in hall use/fees). JTF agreed to provide sketch plans, outline costs and to arrange an informal meeting with a TVBC planning officer so that the matter could be considered further at a future meeting.

**8. Hall Bookings and Charges.** The Treasurer circulated a summary of monthly hall hire booking fees billed over the last 5 years. Bookings in 2014-2015 (Year 5) had increased by 7.4% to a total of £11,842, an average of £986 per month. The cost of running the hall (excluding VAT) had reduced by 14% to £7,162 in the same period and therefore the hall had continued to cover its costs and generate a good profit. No items requiring major expenditure were planned and he therefore recommended that booking fees should remain unchanged.

The committee discussed the overall financial position of the hall in relation to the fees charged and agreed that there was no need to change booking fees for the time being. It also noted that external factors such as possible changes to business rate rebates, changes to employment legislation and competition from other halls should also be considered in future reviews.

**9. Flooding of Car Park.** JTF reported that Hampshire County Council (HCC) Highways had emailed in early May that the installation of an additional gully and pipe discharging into the brook would improve drainage and prevent flooding. HCC had stated that this would require the approval of the Environment Agency, permission from the landowner to install the pipe across private land and a deed of easement for future maintenance. As all this would take time to set up the matter had been passed to the local highways office to follow up in due course.

The committee noted the situation and agreed that, in the meantime, JTF assisted by TB should investigate other measures that might alleviate the problem. These might involve the raising of the level of the cobble stones at the entrance to the car park or the provision of an extra soakaway.

**10. Publicity and Advertising.** No changes were proposed.

**11. Date of Next Meeting.** To be notified (probably in September 2015).

**12. Points from the Public.** There were none.

**13. Closure of the Meeting.** The meeting closed at 8.30 pm.

JNTF  
24 June 2015

*(Minutes approved and signed at meeting on 18 January 2016.)*