

**Minutes of the Meeting of the Wallops Parish Hall Management Committee**  
**held on Monday, 18<sup>th</sup> January 2016 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)  
Mrs Alison Elliott (Caretaker/Bookings) (AE)

**Apologies:**

Cllr Helen James (HJ)

No members of the public attended.

1. **Welcome.** The Chairman opened the meeting at 7.30 pm.
2. **Approval of the Minutes of the Meeting held on 22<sup>nd</sup> June 2015.** The minutes were approved unanimously as a true record and were signed by the Chairman. Proposed: ES. Seconded: JTF.
3. **Declarations of Interest.** There were none.
4. **Urgent Items - Change of Booking Clerk/Caretaker.** The Chairman introduced Mrs Elliott (AE) to the committee and explained that she had volunteered to become the booking clerk/caretaker in the place of Mrs Francis who had had to give up the post as she had taken up full time employment running the George Inn. AE confirmed that she understood the scope and responsibilities of the part-time post and was keen to take it on.

The committee confirmed her appointment unanimously and recorded their thanks to Mrs Francis who had looked after the hall well for almost 10 years.

5. **Caretaker's Points.** AE stated that she had opened a new email account for queries about hall bookings and reservations that would be published in the parish magazine. This is:  
[Reservationswph@outlook.com](mailto:Reservationswph@outlook.com)

6. **Finance – Hall Account**

**Audited Accounts for Financial Year ending 31<sup>st</sup> March 2015.** The Treasurer explained that the accounts had been approved in September 2015 by BDO LLP on behalf of the Audit Commission. The approval had however been qualified as it was noted that the committee had not undertaken a formal financial risk assessment as part of its review of the effectiveness of its system of internal controls during the year.

The Treasurer accepted that the comment was the result of an omission on his part as he had not realised that a written risk assessment was needed. He stated that had subsequently consulted BDO LLP and had obtained a model assessment from them. From this he had had prepared a draft assessment for their consideration (see below). The committee noted the situation.

**Risk Assessment and Management (Financial).** Copies of the draft assessment were circulated and the Treasurer then explained the details of the items involved, the identified risks, their routine management and the staff action required to provide control of the risks. The committee also examined the draft risk assessment schedule and a summary of the Aviva insurance policy that covered several of the risks.

After discussion the committee approved the risk assessment for use from the present financial year onwards. Proposed: JTF. Seconded: LC.

**Account Statement.** The Treasurer circulated summary receipt and payment statements and a bank account statement which showed that there was a bank credit balance of £16,511.64 on 18<sup>th</sup> January. 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 £94 by the end of January.

The committee noted of the situation and the bank balance statement was initialled.

**7. Building Maintenance and Equipment.**

**Routine Maintenance.** JTF reported that the roof guttering had been cleaned in the summer and that the carpet tiles were still reasonably clean and would be cleaned again during the spring break. He also stated that the new curtains that had been ordered for the main door in the large hall would be hung in the next few days. He also believed that the floor cleaning of the large hall after dog training classes had improved since the last meeting.

**Heating Programme Control.** JTF explained that the electric programmer at times left the hall without heating when there were any local power cuts or major fluctuations in voltage. He had discovered that the back-up battery in the programmer had run down after 6 years of use and that the battery itself could not be replaced. The programmer was outside its warranty period and he therefore recommended that it be replaced at a cost of £142 (plus about £50 fitting costs). The committee agreed the replacement.

**Additional Storeroom.** There had been no progress with the project as the committee waited to see how another business year progressed and possible profits accrued.

**8. Hall Bookings and Charges.** The Treasurer circulated a summary of monthly hall hire booking fees billed over the last 6 years. Bookings in 2015-2016 (Year 6) had decreased throughout the period to an average of £824 per month, a reduction of 16% when compared with the previous year. The cost of running the hall remained low and the hall was expected to cover its costs and to still generate a profit of about £2,000 by the end of the year.

He explained that most of the reduction in income was because fewer major events had been held in the hall this year (weddings, gift fairs and jumble sales) and some classes had reduced their hours. He recommended that booking fees should remain unchanged for the time being but should be reviewed again at the end of the financial year. The committee accepted this.

**9. Flooding of Car Park.** JTF reported that nothing more had been heard from Hampshire County Council (HCC) Highways and that, with the present cuts to their programmes, little support could be expected from them. JTF and TB had looked at the current drainage plan and had decided that a field drain could be installed across the car park and connected to an old soakaway near the roadside corner of the hall boundary fence. A test trench about 2m long would have to be excavated by mini-digger alongside the soakaway to confirm this. The committee noted the situation and agreed that a test trench could be dug provided that most of the car park could continue to be used normally.

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

**11. Date of Next Meeting.** To be notified (probably in late March 2016).

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

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

JNTF  
28<sup>th</sup> March 2016

*(Minutes approved and signed at meeting on 30 March 2016.)*