

**Minutes of the Meeting of the Wallops Parish Hall Management Committee
held on Wednesday, 30th March 2016 in the Wallops Parish Hall**

Present:

Cllr Lindsay Murray-Twinn (Chairman)(LMT)
Cllr Edward Souter (Vice-Chairman) (ES)
Cllr Tony Burden (TB)
Cllr Lynne Curry (LC)
Cllr Helen James (HJ)
Cllr James MacDonald-Smith (JMS)
Cllr John Taylor Firth (Treasurer)(JTF)
Mrs Alison Elliott (Caretaker/Bookings) (AE)

Apologies:

Cllr Guy Cairns (GC)

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 18th January 2016.** 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 – Transparency Code for Smaller Authorities.** The Treasurer explained that the Department for Communities and Local Government (DCLG) had issued the Transparency Code for Smaller Authorities in December 2014 to increase democratic accountability. Under the new code the hall qualified as an exempt smaller authority as its annual turnover is less than £25,000. In practice the hall accounts have to continue to be maintained in line with local government audit and accounting standards and have to pass an internal audit. The major change to procedure was that in place of an external audit carried out on behalf of the Audit Commission the annual accounts, governance statement, internal audit report and other supporting information has to be published on line by 1st July each year so that it can be viewed by the public.

The Treasurer added that the accounts for 2014/2015 had been completed using the 'normal' system and had been submitted to BDO LLP for external audit. He intended to use the new system for 2015/2016 and this meant that the accounts had to be available on line by 1st July 2016. The committee examined the list of the information items that had to be published and acknowledged the introduction of the code.
5. **Caretaker's Points.** AE stated that she had become familiar with the hall cleaning and booking procedures. After discussion it was agreed that periodic carpet and window cleaning should take place and that a borrowed steam cleaner should be trialled.
6. **Finance – Hall Account**

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 £17,252.30 on 30th March. He also stated that he held no cash for the account at present and that he expected the hall to make a profit of over £2,742 by the end of the financial year.

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

Risk Assessment and Management (Financial). Copies of the draft assessment had been circulated at the last meeting and it had been approved for use. The Treasurer agreed to prepare an up-to-date version of the assessment for signature at the next meeting as part of the annual audit process.

Annual Budget. The committee was given details of receipts, payments and profits made by the hall over the last 6 years since it had been refurbished. The hall had made a profit each

year that averaged £2,957, annual receipts had averaged £10,958 and payments averaged £7,996 each year.

After discussion the committee agreed that the budget should follow the following guidelines:

- Payments that cover the routine costs of utilities, services, running costs and wages should not normally exceed £8,000 per year.
- The target for receipts from hiring out the hall should be £1,000 per month, although it was accepted that in some years total receipts may be between £10,000 and £12,000.
- The hall should be expected to make a profit of between £2,000 and £4,000 each year. As a result there would be no need for the parish councils to subsidise the cost of running the hall.

7. Building Maintenance and Equipment.

Routine Maintenance. JTF reported that the carpet tiles were due to be cleaned during the spring break and that in February the new curtains for the main door in the large hall had been hung. He had also recently replaced the faulty heating controller mentioned at the last meeting at a cost of £87 (the initial estimate had been up to £200).

Additional Storeroom. There had again 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 the 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 £850 per month, a reduction of 14% when compared with the previous year. The cost of running the hall remained low and, as already stated, the hall was expected to cover its costs and to still generate a profit of about £2,742 by the end of the year.

The committee noted this and agreed to leave the charges unchanged for the time being.

9. Flooding of Car Park. JTF reported that he had had difficulty in getting a contractor to investigate the drainage problem but that he hoped that a suitable local contractor would dig the test trench within the next two weeks. The outline cost of hiring the contractor and a mini digger could be about £250 per day. The committee agreed to this and requested that TB should advise on the follow up work that was needed.

10. Publicity and Advertising. It was noted that the hall website would have to be expanded to cater for the transparency code information. This would also be used as an opportunity to update the information about hiring the hall and to add extra photographs. JTF agreed to report on this at the next meeting.

11. Date of Next Meeting. Probably in June 2016 to approve the audited accounts.

12. Points from the Public. There were none.

13. Closure of the Meeting. The meeting closed at 8.20 pm.

JNTF
21st June 2016

(Minutes approved and signed at meeting on 27 June 2016.)