

Draft Minutes
Minutes of the Meeting of the Wallops Parish Hall Management Committee
held on Monday, 27th June 2016 in the Wallops Parish Hall

Present:

Cllr Edward Souter (Vice-Chairman) (ES)
Cllr Lynne Curry (LC)
Cllr Helen James (HJ)
Cllr James MacDonald-Smith (JMS)
Cllr John Taylor Firth (Treasurer)(JTF)

Apologies:

Cllr Lindsay Murray-Twinn (Chairman)(LMT)
Cllr Tony Burden (TB)
Cllr Guy Cairns (GC)
Mrs Alison Elliott (Caretaker/Bookings) (AE)

No members of the public attended.

1. **Welcome.** The Vice-Chairman opened the meeting at 7.30 pm.
2. **Approval of the Minutes of the Meeting held on 30th March 2016.** The minutes were approved unanimously as a true record and were signed by the Vice-Chairman. Proposed: HJ. Seconded: JTF.
3. **Declarations of Interest.** There were none.
4. **Urgent Items – Private Right of Way.** JTF reported that he had been informed by the owner of the property that lay along the south-western boundary of the hall car park that she was considering the development of the southern part of her garden. She had stated that if this went ahead she may ask to use the 10-foot-wide private right of way that ran along her boundary through the car park. The committee noted that the hall could lose car parking spaces if the right of way was used but decided that no action was required at present as no formal approach had been made. The committee also noted that the response to any formal application about the right of way would rest with the two parish councils that jointly owned the car park.
5. **Caretaker’s Points.** No new points were raised.
6. **Finance – Hall Account**

Audited Accounts for Financial Year ending 31st March 2016. 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 £2,839 during the year and that the general fund contained a credit balance of £17,349 at the end of the period. The auditor had approved the accounts on 1st June and had not raised any comments. The Treasurer requested approval of the accounts.

The committee approved the accounts unanimously. Proposed: HJ. Seconded: JMS.

Accounting Statement, Annual Governance Statement and Internal Audit Report. The Treasurer issued copies of these formal reports, highlighted the links to the annual accounts and explained that they would be published on line as part of the new transparency process.

After discussion the committee approved the Accounting Statement (Section 1) and the Annual Governance Statement (Section 2) and took note of the Internal Audit Report. They also authorized the Vice-Chairman and Treasurer to sign the return. Proposed: HJ. Seconded: JMS.

Present Financial State. A summary of the bank receipts and payments was circulated together with a bank account statement which showed that there was a bank credit balance of £14,838.98 on 27th June and that no cash was held at present. The Treasurer explained that, although hall use had increased in the last three months, expenditure had been high as a result of the drainage work in the car park. As a consequence, the bank balance had reduced by £2,510 during the period.

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

7. Building Maintenance and Equipment.

Routine Maintenance. JTF reported that carpet cleaning, annual boiler servicing and minor electrical repairs had been completed and that window cleaning and some painting was planned during the next period.

Additional Storeroom. It was agreed that no capital expenditure could be approved for the project for the time being. JTF undertook to continue work on outline plans and costs.

8. Hall Bookings and Charges. The Treasurer circulated the summary of monthly hall hire booking fees which showed that over the last quarter hirings had increased to an average of £1,050 per month. He stated that whilst this met the budget target there would probably be a reduction in takings over the summer months when several classes are scaled back during the school holidays. This was noted.

The committee reviewed the £100 booking deposit and the instances of damage that had resulted in the use of the deposit. The Treasurer explained that the majority of customers had treated the hall very well and that there had only been three occasions in the last six years when the deposit had been used. He added that the legal agreement made the hirer responsible for all damage that they caused during their use of the hall and this extended beyond the deposit figure. After discussion the committee agreed that the Treasurer be given discretion to increase the deposit to £200 in some cases (eg major events or use by non-residents).

9. Car Park and Garden. JTF reported that the contractor had investigated the drainage problem and had found an existing surface water drain that could allow excess water to drain away from the car park. TB had devised a system that could connect to the surface water drain and had recommended that the work go ahead during the then dry period. The work had taken about 7 working days in total and had cost £3,340 so far with a final invoice for drainpipes still to be received. The Treasurer and TB had monitored the work, had kept the Chairman informed of progress and were satisfied with the result.

JMS pointed out that, although the hall bank balance was good, the drainage work had consumed almost 20% of the available funds. He therefore recommended that the committee should be careful about future expenditure on larger items. The committee noted this.

10. Publicity and Advertising. The Treasurer reported that work on the expansion of the website was taking place and that it was hoped that the results would be available in early July.

11. Date of Next Meeting. During September 2016 (date to be circulated).

12. Points from the Public. There were none.

13. Closure of the Meeting. The meeting closed at 8.10 pm.

JNTF
30th June 2016