

LITTLE CLIFTON PARISH COUNCIL

Minutes of an Extraordinary meeting of the Parish Council, held on Wednesday 26th October 2016 at 7.00pm

Present: Cllrs I Elliott (Chairman), J McCartney (Vice-chair), John Dixon, Brian Shaw (also a member of the Village Hall Committee), Ken Stephenson and Roland Bell.

Village Hall Committee: Keith Croft, Jennifer Simons, Christina Croft, Carol Wilson, Lauren Wallace and Helen Dobinson.

Parish Clerk Judith Morgan

Councillor Ian Elliott in the Chair.

Apologies for absence were received from Lynn Phillipson and Angela Croft.

80/16 Opening Remarks

The Chairman explained that the meeting had been called after the 3rd October Village Hall Committee Meeting when a request had been made for a joint meeting with the Parish Council. The Agenda was intended to enable both groups to have input and discussion and to reach some decisions and agreement. At the Clerk's request, everyone introduced themselves around the table.

81/16 Minutes of the Village Hall Committee Meeting held 3rd October 2016

Copies of the minutes were circulated at the meeting. Under section 3 of the minutes, it was agreed that a sentence should be added to include the fact that the agreement re the padlock had included the displaying of a telephone contact number for anyone requiring access to the hall. It was observed that this had not happened and had inconvenienced a regular user of the hall.

82/16 Trustees/Constitution

The Chairman wished to make everyone present aware that the Village Hall is built on land owned by and leased from Cumbria County Council and that the present lease will expire in 2030. The trustees of the building are Little Clifton Parish Council who have responsibility for anything that happens on the parcel of land leased from CCC, including the Village Hall.

The Trustees have appointed a committee to look after the day to day running of the hall and it is important to note that if the committee wishes to do anything to the site they must first notify the Parish Council who, in turn, should notify the County Council. Any work done on the site must be to a specified standard.

The possibility of asking regular users of the car park for a donation towards the upkeep of the hall was discussed and it was suggested that the Village Hall Committee make this an agenda item for their next meeting. On a legal note, it would be important to stress that any such payment was a donation, not a parking charge.

83/16 Confidentiality/rumours/gossip

It was agreed that confidentiality regarding discussions held during Committee meetings needs to be secure. Minutes should be published so that there is no secrecy.

Cllr John Dixon expressed the view that holding office in the Committee requires commitment and hard work with much done behind the scenes that goes unnoticed.

There was a lengthy discussion of the way in which past committees had organised the work and regret expressed that a number of people had come forward to serve on the committee but had since left.

84/16 Hall Access/Security

There was some discussion of the recent history regarding the keys and bookings diary. Concern was expressed that on some occasions recently the doors had been left unlocked following a group being in the Hall (Coffee morning, once, bingo, twice).

The residents of Millbanks Court had asked why their list of dates had been removed from the notice board - this was not known.

The Clerk advised that, for insurance purposes, it is important to have a list of current keyholders and signed key holder agreements in place. It was confirmed that the paperwork for this has already been drawn up by the Committee.

It was understood that the following groups/people currently hold keys:

Patchworkers, Camera Club, Dance Class, Tai Chi, Parish Council, Cleaner.

On the proposal of Cllr Brian Shaw, it was agreed that three new complete sets of keys be obtained. Lauren Wallace agreed to obtain these and to submit her expenses to the Committee. It was further agreed that Lauren would obtain a length of chain to affix the padlock to the gate.

The committee agreed to consider putting up signage asking hall users to ensure all doors are locked when they leave the premises.

Christina Croft agreed to contact all current hall users for updated contact details.

There was some discussion of the possibility of employing a care taker and the Committee agreed to place the matter on the Agenda for their next meeting.

It was noted that, under the terms of the Constitution, no changes should have been made to the locking arrangements without the prior consent of the Parish Council.

85/16 Hall Bookings/Usage

A new schedule of usage is currently being drawn up. It was noted that there had been a double booking recently and it was not yet known whether this matter had been resolved.

After a lengthy, sometimes heated, discussion, it was agreed that Keith Croft should continue as bookings secretary.

It was agreed that a notice be displayed on the door giving telephone numbers of keyholders - this information could also be placed in the Parish Council notice board if required.

86/16 Finance/Income/Payees

Most financial commitments had now been met. Cllr Ian Elliott confirmed that he had received his expenses.

Payments were currently outstanding to Carol Tasker (for grounds work) and the Parish Council (for the new tables).

Mr Gunson had been engaged to carry out PAT testing and fixed wiring testing, the former was completed, the latter outstanding.

Cllr J McCartney handed over a cheque for £6 from the Nepgill Residents' Association who request receipts for payments made in respect of their use of the village hall on 19th July, 20th September and 18th October 2016.

Cllr Ian Elliott handed over £14 in cash from the Sunday Dancers.

It was hoped that the bank mandate could be sorted shortly.

87/16 Regulatory Maintenance

The electrics and fire extinguisher annual maintenance inspections had been completed for the current year. Cllr Brian Shaw to arrange for a gas safe contractor to inspect the gas boiler etc. Invoices to be forwarded to Carol Wilson.

88/16 General Maintenance - floor, flower beds etc.

A plan is required for the floor. Cllr Brian Shaw to contact Border Floors for advice on frequency of strip and polish.

It was agreed that Sue Tasker should continue to look after the flower beds etc.

Cllr John Dixon agreed to obtain contact details for the Cleaner, Kylie Parkinson, and pass these on to Carol Wilson. Cllr Ian Elliott also to pass email contact details for the cleaner to Carol.

89/16 List of committee members including roles and responsibilities, plus contact details

The following was confirmed:

Chairman - Jennifer Simons

Vice - chair - currently vacant - to be an agenda item for next Village Hall Committee meeting.

Treasurer - Carol Wilson

Minute secretary - Christina Croft

Bookings secretary - Keith Croft- also responsible for locking and unlocking the building for user groups.

Other committee members: Lauren Wallace, Helen Dobinson, Lynn Phillipson

It was noted that Carol has addresses and contact details for all committee members as these are needed for the Charity Commission's annual return.

Cllr Jean McCartney stated that the Parish Council is willing to give advice and support if required but that she and Cllr Ken Stephenson would be stepping back from this point to allow the committee to run the hall themselves.

It was confirmed that the regular Thursday coffee mornings were to recommence in a week's time.

The meeting closed at 8.35pm