

BROOMFIELD PARISH COUNCIL

Minutes of the Broomfield Village Hall Committee

Held in the Council Office at Broomfield Village Hall at 10 am Monday 17th February 2020

19/47.	Members attending Chairman. Trevor Jones Sue Hubble, the Clerk, Admin Officer, Cllrs Faulds, Mercer.
19/48.	Declarations of interests There were no declaration of interests.
19/49.	To consider progress in recruitment of caretaker/cleaner/litter picker. Awaiting consideration by full council in March.
19/50.	Financial Matters
a.	To note the monthly financial report. The Admin Officer explained that the variability in month-to-month utility bills because the gas bill is paid quarterly, but electricity is charged monthly. The Clerk reported that the transfer of money for the November payroll did not show on the account until the next month. The staff were paid on time, and the Committee noted that the money was transferred with the December payment.
b.	To consider opening interest paying Community Account. Resolved. It was agreed to open a Co-Op Community Account. Proposed Trevor Jones and carried unanimously.
19/51.	Village Hall maintenance
a.	To note cleaning undertaken in January. Following the poor performance of contractors, the work was done by the staff as an extra task. The Committee thanked Steff, Stuart and Wendy for doing the work and getting the room properly clean.
b.	To note schedule for redecoration. The decorator is booked in for the two weeks over Easter. All hirers have been informed. To note the reappointment of JCM for grounds maintenance. Resolved. The Committee approved the re-appointment of JCM two year maintenance at a rate of £1690+VAT. Proposed Trevor Jones and carried unanimously,
19/52.	To consider specification for resurfacing of Village Hall car park. The specification was noted and approved for publication on Contract Finder.

19/53.	<p>To receive Health and Safety Inspections for the Village Hall and car park.</p> <p>The inspections were noted, no actions were required.</p>
19/54.	<p>To note the amendment to Parish Council minute 19/232.</p> <p>Following the decision made in November, the Village Hall Management Committee have been instructed to withdraw the expression of interest in providing a community-run library in the Village Hall. The Committee decided that they would retain the expression of interest in order to remain in the discussion group on proposals regarding the ECC services carried out in Broomfield</p> <p>Resolved. The committee will leave the expression of interest active and continue to receive information. Proposed Trevor Jones and carried unanimously.</p>
19/55.	<p>To consider published guidance on the role of a charity's sole trustee.</p> <p>The relationship between sole trustee and committee was considered, and it was agreed that the Council did not have the authority to overrule their decisions. Although the Council became a sole trustee in 2009, the documentation was not adequately revised to reflect this and make the separation of powers clear. In consultation with the Rural Community Council of Essex, revised documentation will be prepared that clarifies the relationship and defines the authority of both parties.</p>
19/56.	<p>To note publication of Committee Minutes on the Parish Council website.</p> <p>Minutes will be published retrospectively from January 2019.</p>
19/57.	<p>To consider installation of solar panels on Village Hall roof</p> <p>The Administration Office will get prices and ideas for installation.</p>
19/58.	<p>To consider request for Christmas day hire.</p> <p>An existing hirer is interested in booking the hall for Christmas Day to provide a meal and companionship to residents. Provided the hirer can demonstrate appropriate insurance and risk assessment, then the hall would be available if required at the standard charitable rate. The hirer would be encouraged to apply for a grant to cover the hire and other costs.</p>
19/59.	<p>Items for next agenda</p> <p>Next meeting March 9th at 12.00</p>