

Coddenham

Parish Council



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Coddenham Parish Council Community and Sports Hall Management Committee Meeting Minutes 7.45pm Wednesday 13th March 2019

Present: Cllr D Burton, Cllr J Fawdry, (Chair), Cllr J. Soanes, Mrs M Pelling, Mrs Challis, (Caretaker / Booking Administrator) and Mr Whitehouse (Clerk). Also in attendance by invitation were Mr A. MacPherson and Mrs A. Thompson.

Item 1. Apologies were **RECEIVED** and accepted from: Cllr I Burgess and Cllr M Lock.

Item 2. No **Declarations of Interest** were received.

Item 3. To **CONSIDER** comments from representatives of User Groups and Parishioners. None received.

Item 4. To **RECEIVE** the minutes of the Committee Meeting held on the 7th November 2018. The minutes were **RECEIVED** and **APPROVED**.

Item 5. To **RECEIVE** progress reports on matters arising from previous meetings. There were no matters arising.

Item 6. To **RECEIVE** the Caretakers Report. The Chair asked that the Clerk investigates quotes for the decoration of the areas mentioned in the report. Committee discussed the problem of fly-tipping near the recycling bins. Cllr Soanes agreed to purchase a sign advising people not to discard non-recyclable items with a note on the nearest domestic waste recycling centre. The Caretaker's report was **Received**.

Item 7. To **RECEIVE** the Bookings Administrator report. The Bookings Administrator presented details of regular and single bookings since the last committee meeting. Following enquiries regarding the accreditation of the kitchen on the Hygiene Standards the Bookings Administrator reported that the district authority did not require the kitchen to be rated. Committee members felt that it any hirers using the kitchen on a commercial basis should have their own hygiene rating. The Bookings Administrator's Report was **Received**.

Item 8. To **RECEIVE** the Clerk's Report. With reference to the previous minutes, Committee again discussed the position of the Youth Club. The Clerk advised that he had been unable to contact the Chairman and that the clubs fees were paid. The Clerk was asked to write to the Chairman after the 1st April giving notice for the removal of the Club's items in storage. The Clerk advised Committee on the financial position of the Hall Account to the 4th March, (date of preparation of the account) when the hall finances had a credit balance of £2459. The Clerk reported his discussions with two prospective clients who requested use of the kitchen on a commercial basis. Following discussion the Committee agreed that the details in the Clerks report be implemented on a three month trial basis. The Clerk reminded Committee that the Fire Risk Assessment was due and that he would discuss this with Cllr Burgess. The

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Fire Safety checks were also due and the Clerk will arrange these with the usual providers. The Clerks report was **RECEIVED**.

Item 9. To **RECEIVE** an update from the prospective Trustees in consideration of the proposed transfer of the Hall to a Charitable Trust. Mr MacPherson advised Committee that there were currently five prospective trustees, that the application to achieve a Charitable Trust is a complex project and establishing a modest core group of trustees was deliberately intended to ensure a small unit could be led swiftly to a conclusion for all. Additional Trustees would be considered as required in the future. Transition equally presented a degree of risk and the Trustees were keen to work with the Parish Council to ensure operations continued uninterrupted. First task was to establish a charitable body and the Trustees are in the process of making the application to the Charity Commission which could take anything from a minimum of 40 working days for approval. Discussions have already begun with the Commission, ACRE and PC consultants Groundworks. The trustees are also collecting all the relevant data from the PC with the intention of establishing a five year plan, a support budget and a smooth transition to charitable status. The Parish Council would need to take shared legal advice with the Trustees on the procedures required leading up to their decision to transfer and subsequently to work with the trustees during the transition period. Mr MacPherson advised that he had arranged for an article in the 10 Village newsletter to complement the article in the Parish Newsletter by Cllr Fowler. Cllr Burton confirmed that Mr MacPherson would also make a presentation to the Annual Parish Meeting. He also advised that the Parish Council were unable to consider the proposal to transfer until the Trust is established, following which formal negotiations on the details of the transfer would begin. The Clerk advised that it would be appropriate for the Parish Council to seek legal advice separately from the prospective Trustees, on the legal and financial implications of a resolution to dispose of the Council's asset, prior to consideration of the proposal to transfer. Following any resolution to transfer the Community Hall to a Charitable Body, the Council may engage the same solicitors as the Charity to save costs and to smooth any transition. It was agreed that legal consultation should commence immediately, to ensure that transfer could start as soon as the charitable status was secured.

Item 10. To **RECEIVE** notice of Agenda items for the next meeting. The Chair asked that a standing agenda item be arranged for updates from the Trustees moving forward.

Item 11. To **CONSIDER** the date of next meeting. **Wednesday 1st May 2019**

The **Chair** closed the meeting at 21:45hrs.