

Coddenham

Parish Council



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Coddenham Parish Council Community and Sports Hall Management Committee Meeting Minutes 7.45pm Wednesday 1st May 2019

Present: Cllr I Burgess, Cllr J Fawdry, (Chair), Cllr M Lock, Mrs M Pelling, Mrs Challis, (Caretaker / Booking Administrator), Mr Whitehouse (Clerk) and a Parishioner.

Mr A. MacPherson was also in attendance by invitation.

Item 1. Apologies were **RECEIVED** and accepted from Cllr D. Burton and Cllr J. Soanes

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

Item 3. To **CONSIDER** comments from representatives of User Groups and Parishioners. The Chair advised that Cllr Soanes does not wish to attend the Committee as a User Group Representative after her term of office is completed.

Item 4. To **RECEIVE** the minutes of the Committee Meeting held on the 13th March 2019. The Chair commented that the draft minutes did not reflect her recollection of matters discussed under items 8 and 9. Only one other member of the Committee was in attendance at the last meeting and was unable to assist. The minutes were **deferred** until the next Committee meeting when other members may be present.

Item 5. To **RECEIVE** progress reports on matters arising from previous meetings. The Clerk advised that an order for the signs required for the Recreation Ground and the Refuse Disposal Area had been placed and that Cllr Soanes was in discussion with the company on the wordings. The Clerk also advised Committee on the letting of the Kitchen to commercial companies. Cllr Burgess agreed to implement the Fire Risk Assessment with the Caretaker.

Item 6. To **RECEIVE** the Caretakers Report. The Caretaker advised that the toilets in the Wet Changing Area were not being cleaned on a regular basis or to an acceptable standard. The Clerk was asked to contact the Football Club to arrange for this to be addressed. The Caretaker raised a concern about the annual infestation of ants in and around the building. The Clerk was asked to arrange for quotes from two professional pest control agencies to eradicate the problem. The Caretaker asked whether permission had been given for the new sign which had appeared on the wall next to the Wet Changing Area entrance. The Clerk advised that he had not been involved in the matter and was unaware of any request to install the sign. The Chair advised that she had sanctioned the installation of a post box near the entrance but had no involvement in the sign. She asked that the Clerk discuss with the Football Club to report to the next Council meeting. The Caretaker asked when the new bench being stored in the back room was likely to be erected. Cllr Lock advised that it was awaiting volunteers to undertake the task and agreed that he would progress with this. The Caretaker's report was **Received**.

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Item 7. To **RECEIVE** the Bookings Administrator report. The Bookings Administrator was asked for clarification on the seminars being held at the Hall and on any evaluation feedback. She advised that there was currently no formal evaluation but that she encouraged users to let her know when there were both positive and negative comments. Cllr Lock suggested that a formal evaluation form would be helpful. The Chair advised that she had discussed the table of charges with the Bookings Administrator and agreed that they would remain unchanged pending developments on the transfer of the facility to a charity. The Bookings Administrator's Report was **Received**.

Item 8. To **RECEIVE** an Update on the proposal to transfer the Community Hall to a Charitable Trust. The Chair invited Mr McPherson to give an update to the Committee on recent developments. Mr McPherson advised that the application to the Charities Commission was ongoing and that he will contact them after an eight week period to discuss progress. The bank account for the new charity has been set up. Trustees will be meeting in the next week to discuss an initial marketing strategy. The Clerk advised that he had received a reply from the Council's solicitors following his request for an update, which he had forwarded to the Cllr Burton for discussion with the Working Group.

Item 9. To **CONSIDER** a Recommendation to Full Council on the composition of the Hall Management Committee. The Chair advised Committee that the Council would appoint members of the Hall Committee at the Annual Council Meeting and asked for comments on the make-up of the Committee, given the reduced number of Councillors following the uncontested election. The Clerk advised that there were a number of enquiries regarding co-option to the four vacant seats on the Council. Following discussion Committee were agreed that the current constitution of the Committee would be sufficient during any transition period toward the transfer to a Charitable Trust. At this point the Chair asked that the Bookings Administrator report include a column giving the value of each booking.

Item 10. To **CONSIDER** the date of next meeting. **Wednesday 3rd July**, subject to ratification at Full Council Annual Meeting.

The **Chair** closed the meeting at 20:40 hrs.