WORLINGTON PARISH COUNCIL

Minutes of the Village Hall Charity Trustee Meeting

Thursday 6th October 2022 in the Village Hall at 8.15pm

Charity No: 208949

Councillors present: Cllr K Lucas (KL) - Chair, Cllr L Osborne (LO), Cllr Geraldine Ciantar (GC) and Cllr Paula MacKenzie (PM)

Present: Clerk – Joanna Priestley

ITEM

22/10/1 Apologies for Absence

Apologies were received from Alan Marshall

22/10/2 Approval of Minutes

The minutes of the meeting held on 16th June 2022 were approved and signed by the Chairman.

22/10/3 Village Hall Accounts/Bank Reconciliation

Due to the issues detailed in the Parish Council meeting prior to this meeting, there was no update on this matter.

22/10/4 Cleaner/caretaker Update

The Clerk explained that no applications had been received for the above role. KL thanked PM for her voluntary work in bringing the village hall up to a good standard of cleanliness. A parishioner commented that even though PM was working on a voluntary basis, she should sign formal consent to cover all parties for public liability but state she does not wish to be paid. He also stated t might also be advisable to pay PM and for her to donate the money back to the Village Hall Charitable Trust if she wished.

22/10/5 Update on Bookings and Events

(i) Village Hall Report – Cllr Paula MacKenzie

PM proceeded to give a report on the works undertaken including:

- a deep clean of the hall;
- arranging for fire alarms and extinguishers to be serviced;
- electric meter reading taken (the Clerk is to submit this to Eon);
- arranging for a water meter to be fitted next week.

PM continued that the petty cash amounts to £65.80. New mops and heads, limescale remover and toilet rolls have been purchased and this will be claimed back through petty cash. She also requested to purchase a petty cash box and receipt book.

PM explained that the online booking form had been moved to the Clerk's email for now and once a 30 day security period had been completed, PM would have full control over the account and be able to change the email address and password. She also stated that the Clerk had contacted One Suffolk in respect of the parish website to change the administrators and give access to PM to update the calendar.

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PM stated that September had seen two keep fit classes take place, a birthday party (£60) and the soup caravan which was free of charge. Future bookings comprise the weekly keep fit class, a child's party (£43), a first aid course (£79.20), the café and soup kitchen, both once a month. There will also be the potential election (£137.50) and the neighbourhood planning meeting. KL noted that PM should put her telephone number on the window of the village hall in case any bookings should need her in an emergency.

(i) Worlington Café Update – Cllr Lesley Osbourne

LO explained Wilde Café were replacing the previous café arrangement and would start on 21st October from 10.30am – 3pm. LO circulated their flyer and arranged for councillors to help distribute these around the village over the weekend. Wilde Café would pay the usual hire rate and would work on a three month trial basis to assess the popularity of the café. LO asked the Clerk to arrange for the flyer to be sent to the clerks at Freckenham and Barton Mills to help promote the event.

22/10/6 Wifi at the Hall and update on options

There has been no update but PM will speak to her husband for advice on the costs involved. One parishioner stated it was an unnecessary expenditure for the village but another commented that it may attract businesses without permanent premises to hold meetings at the Hall.

22/10/7 Repairs

PM stated that further works were needed as follows:

- a new fire alarm and light fitting in men's WC;
- repair of the broken window;
- fix or replace the timer switch on the boiler;
- clean storage areas, windows (inside and out), check and clean guttering;
- clear away ivy from the walls and weed around the oil tank; and
- check oil levels and bleed radiators.

KL stated he would repair the broken sash window.

22/10/8 The Platinum Jubilee Village Hall Improvement Grant

The Clerk was asked to check the deadline for this grant.

22/10/9 Cheques for signing and approval of outstanding invoices

As detailed in Item 22/10/3, there was no update on this issue.

Meeting Closed 8:45pm.

Signed: Date:

DRAFT