

ALBOURNE PARISH COUNCIL [2024]

Minutes of the meeting of Albourne Parish Council (Village Hall Management Committee) - meeting as the Trustee of the Albourne Village Hall held on Tuesday, 25th June 2024 in Albourne Village Hall.

Present: Councillor Di Smith (Chair - elect) (DS)
Councillor Suzi Sawyer (Vice Chair - elect) (SS)
Councillor Shane Axtell (SA)
Christopher Davies (CD)

In attendance: Iain McLean (Parish Council Clerk) (attending by Zoom), Gail Murray (Treasurer), and Sandra Axtell (Bookings Secretary).

The meeting commenced at 7.00 p.m.

- Chairman.** This being the first meeting of the new municipal year, nominations were sought for the office of Chairman of the Committee for the year 2024/5. Cllr SS proposed **Cllr Di Smith**, and this was seconded by Cllr SA. There being no other nominations, it was duly **RESOLVED** that Councillor **Di Smith** be unanimously elected to serve as Chair of the Committee for the municipal year 2024/5. Nominations were also sought for the office of Vice-Chairman of the Committee for the year 2024/5. CD proposed **Cllr Suzi Sawyer**, and this was seconded by Cllr SA. There being no other nominations, it was duly **RESOLVED** that Councillor **Suzi Sawyer** be unanimously elected to serve as Vice-Chair of the Committee for the municipal year 2024/5.
- Housekeeping.** The Chair then opened the meeting, and welcomed everyone present. Councillor John Spencer, Eve Gerhold/Tina Ware, and Dave Robson had sent apologies for absence. There were no declarations of interest from Councillors on this occasion.
- Committee membership.** The membership of the Committee was confirmed, and it was noted that although there is a vacancy for the remaining Councillor place (total 5), the Parish Council decided at its meeting on 7th May to take up only 4 places for the time being (Councillor Imelda Spencer having stood down from the

Committee in April). The co-opted members remain unchanged.

4. **Approval of minutes of the previous meeting.** The minutes of the last meeting held on 28th March 2024 were formally approved by those present, and duly signed off as a true record by DS.
5. **Matters arising.** The Committee noted that it was agreed at the Parish Council meeting on 7th May that Councillor Di Smith should be the Village Hall's Safeguarding officer (succeeding Councillor Imelda Spencer). However, it is possible that Dave Robson would be a good candidate for this role, given his experience, and so the matter will be deferred until the next meeting. DS will act in the role in the meantime.
6. **Domestic issues – Chairs.** This matter has been dealt with and agreed, and the new chairs are in the course of being ordered.
7. **Financial Statement and matters.** Gail Murray presented her report, which had been circulated prior to the meeting and forms part of these minutes. There is a large energy bill to pay to EDF, and the Committee is looking at ways of reducing energy use in the Hall. The issue of the submission to the Charity Commission of the 2023 accounts has been resolved. The CCLA deposit account needs the mandate changing and updating, in order to make access to the account easier. New signatories will be required, and this is being taken forward.
8. **Projects. Garage current status and garage contents and their future.** The Clerk is arranging an on-site meeting with an Estates Surveyor from MSDC in order to deal with the necessary consent under the Lease for the proposed demolition. DS has obtained a quote for the work, and this has been circulated. It was **RESOLVED** to accept the quote and to waive standing orders to obtain further quotes in view of the specialist nature of the need to deal with the asbestos. It is hoped that the work can be done by the end of the summer. There are still a few items in the garage, but these are earmarked to be moved out when the time comes. **Rolling list of actions.** DS went through the three lists, which had been circulated to members prior to the meeting-

To be agreed list – it was agreed to put up the donated picture of Curtains Cottage in the Hall. It was agreed to purchase some lockable cabinets in order to store archive material in, and this will be updated at the next meeting. It was agreed to research installing a smart thermostat in the Hall in order to try and reduce energy costs in the Hall and to make the heating system more controllable. This will save money in the future.

Completed list – items completed were duly noted.

To be completed – on advertising the availability of the Hall, the various outlets for this were discussed. These could be Village voice, Hurst Life, Church magazine. Other matters on the list are ongoing.

9. **Social activities. Albourne Arms (Pop-up Pub).** The pub continues to do well and to cover its costs. Indeed, new wine glasses had been purchased recently from the profits. It was also noted that some new bar stools are in the course of being ordered, although it needs to be clear that these can be easily stored. **Future Events.** It was noted that the Committee is not involved in the Village Show this year, and has not so far received any request for the use of the Hall's facilities.

10. **Any other business.** An issue of the state of the toilets after the Under 5s use of the Hall was raised, as it was an unfair and onerous duty on the Hall cleaner to have to deal with it. Some attempt needs to be made to leave the toilets in a better state. This will be taken up with the Under 5s Group.

11. **Date of next meeting.** This was provisionally agreed for Tuesday, 24th September 2024 at 7.00 p.m. in the Village Hall, and DS will book the Hall.

The meeting ended at 8.50 p.m.

SIGNED as a true record.....

Chairman

DATED.....2024