



PIRBRIGHT PARISH COUNCIL

HALL & FINANCE COMMITTEE

Minutes of the Lord Pirbright's Hall AGM and Hall & Finance quarterly meeting held on Tuesday 17th July in the Clubroom of LPH at 7pm.
Those in attendance: Cllr B. Clinton, Cllr R. Nevins, Cllr M. Jackson and Cllr S. Toller. Lindsay Graham (Clerk) was also present.

AGM of Lord Pirbright's Hall Charity

1. To Conduct an Inspection of the Hall

1:1 Members conducted an inspection of all areas of the Hall. Particular problems were noted in the kitchen, where paint is flaking behind the urn and also above the windows because of excessive steam. Advice will be sought about the best way to remedy this and perhaps to conduct the work when the Hall is closed in August.

1:2 Following a request from a regular Hall user, a larger waste bin will be purchased for the kitchen. However, the frig will continue to be turned off when it is not to be in use and the notice will be amended to state that this will be done as required by the Hall management.

1:3 Both noticeboards on the north wall need refurbishment.

1:4 A section of floor has rotted in the Green Hut because of water ingress under the doors. Advice will be sought about repair.

1:5 The under-stage area needs to be cleared out and redundant items disposed of.

1:6 Consideration will be given to the installation of a sluice for emptying dirty water away from the kitchen area.

2. To Elect a Chairman for the Committee

Cllr R. Nevins was elected unanimously to continue as Chairman for the Committee.

3. To Receive Clerk's Report

3:1 Hiring receipts for the Hall during quarter are down on last year, but the occupancy rates are good, which can be attributed to high parish use (paying the lower hire rates). A price increase might need to be considered for the next financial year, as there have been adjustments but no real hire increase for three years.

3:2 Changes to regular hirings include the closure of the Monday afternoon dance group, because they have lost their qualified instructor. The art group are interested in using the vacant Monday afternoon slot from 2008. Knowl Hill are moving their Tuesday booking to Fridays because of the availability of their tutor, so this leaves a Tuesday am slot, which is not so easy to fill because of sharing with Jo Jingles. The Ballet School is moving from Wednesday afternoon use of the clubroom to Tuesday use of all accommodation because of the availability of a new teacher. The Bowls Club is being invited to consider using the Wednesday afternoon clubroom slot.

3:4 Jenny Capito has supplied further information about the Players' proposal to install an electric winch for the stage curtains. It is intended that the winch would belong to the Hall and thus become the responsibility of PPC.

3:5 Derrick Searle is managing to keep the Clubroom & kitchen windows clean but he is unable to reach the high windows of the main hall. Members agreed to consider employment of a window cleaner.

3:6 Grant Aid Projects need to be sent to GBC by 1st October, so they will need to be approved by full council at the September meeting.

3:7 To ensure an even flow of work, the Clerk has done a schedule of tasks to relieve pressure from the last week of the month to avoid rushing some things and making errors. Also included are fixed dates that are imposed by outside agencies, such as GBC, Audit; most of the other dates can be flexible if required.

3:8 Payment of utility bills by direct debit has been discussed previously by the committee, with BT being the first one to be arranged since the imposition of a levy made on accounts settled by cheques or cash. The BT website wouldn't accept the Hall's bank details as correct (it appeared to be one digit shorter than the Bank of Ireland's), so both accounts have been registered for the BoI, and the Hall account will be recharged. The mandate requires two signatures to be made via paper instruction but future accounts will be sent electronically.

3.9 Lou Carter of the Youth & Community Centre has supplied population figures in Pirbright Camp that far exceed those shown in the electoral register. The reasons for these are mixed – in some cases people are registered in their hometowns and in other cases they might be apathetic. The figures mean that there are now more residents in the Camp than in the village and this needs to be taken into account when considering projects etc. One resident has suggested that the Youth & Community Centre might be used as a polling station to encourage more voters in the Camp. Lou Carter thinks that this idea would be agreed by the MoD and it will be now passed to GBC electoral services.

3.10 The electrical contractors have been away in India doing charity works, so the report on the pavilion has not yet been received, although they have promised that it will arrive soon. They will not be able to undertake the work, however, because they are now semi-retired.

4. To Approve the Draft LPH Accounts for the Financial Year 2006-7

The accounts were approved unanimously, proposed by Cllr Nevins and seconded by Cllr Jackson.

Hall & Finance Quarterly Meeting

5. To Agree the Terms of Reference for the Committee

The Terms of Reference for the Committee were agreed unanimously.

6. To Review the Financial Statement for the First Quarter of 2007-8

Figures for the first quarter were much in line with the budget (although see 3:1).

7. To Consider Issues Raised Through the Community Action Plan

7:1 The Launch of a Community Association was an idea proposed by the CAP steering group as a means of achieving many of the ideas in the plan. Members considered the suggestion of holding a reception for residents to launch the Association and it was agreed that more discussion in the community might raise interest in the idea. Previous well-attended receptions were held on Fridays, but the only autumn Friday evening available in the Hall is at the end of September, which might be too soon. Otherwise it would have to be held next spring.

7:2 Additional noticeboards were also suggested in the CAP, and a resident of Brunswick Drive has requested that there might be one in the Billesdon Road Area. Members agreed to pursue this idea.

8. To Approve Quote for Additional Grass Cutting at Fox Corner

A quote of £12 per cut has been received from the regular contractor but, as the grass has now been cut at Fox Corner, it was agreed to leave this for the time being.

- 9. To Consider a Request for a Grant from the Cadence Marching Band**
9:1 It was agreed unanimously to make a grant of £200 to the band (proposed by Cllr Nevins and seconded by Cllr Toller).
9:2 Cllr Toller suggested that the band should approach the Village Primary School as a venue for rehearsals.
- 10. To Approve the Purchase of a Wine Cooler for LPH Kitchen**
Members approved the idea in principle and Cllr Toller said he would check sources for a competitive price and models.
- 11. To Consider the Employment of Personnel from “Landskill” for Environment Work Around the Parish**
Members approved the idea in principle but suggested that the Highways & Environment should discuss the most appropriate projects.
- 12. To Approve Cost of Advertisement in Horticultural Show Schedule**
Members unanimously approved the advertisement at a cost of £50.
- 13. To Approve Outsourcing of Newsletter Printing**
13:1 Cllr Toller had obtained quotes for outsourcing the printing of the newsletter, the best one being from Repopoint at £80.50 per month in comparison with £148 for being printed in house, with the additional advantage in that it would also be collated and folded. It had been arranged with the Parochial Church Council to have a trial month before making a final decision. Members approved the idea and it was agreed to open an account with Repopoint on this basis.
13:2 Copies of the summer holiday issue of the PYP newsletter were distributed to members. More activities need to be found for future holiday periods.
- 14. Any Other Business**
The Clerk presented members with the new weekly Hall schedule as from September. It was noted that there are monthly bookings for the 1st, 2nd and 4th Tuesdays in each month, with a vacancy for the 3rd week, whereas on Thursdays the only regular booking is in the 3rd week. It was suggested that consideration might be given to asking this booking to move to the vacant Tuesday, thus freeing up Thursdays for a regular weekly booking. This could potentially increase the Hall’s revenue by £74 per month (£888 p.a.).

The meeting ended at 9.15pm.