



PLUMPTON PARISH COUNCIL VILLAGE HALL COMMITTEE

Minutes of the Parish Council Village Hall Committee Meeting held via E-meeting on 16th February 2021 at 19:30.

Present: Cllr Nick Satchell (Chair) (Cllr NS), Cllr Jim Brown (Cllr JB), Cllr Alison Gardiner (Cllr AG), Mrs Sue Akers (SA), Mrs Lee Stevens (LS) and Village Hall Manager Jane Donovan (JD).

Also, present Anita Emery Clerk/RFO to Plumpton Parish Council.

Absent: Gill Wells, Karen Beard, Malcolm Beard

Members of the Public: None

Signed *Anita Emery*

Anita Emery (Clerk to Plumpton Parish Council)

The AGENDA is as follows:

1. To accept apologies for absence
 - None received
2. Declarations of pecuniary and disclosable interests in respect of matters to be discussed
 - None
3. To Approve Minutes from Parish Council Village Hall Committee meeting held on 20th January 2020.
 - The was unanimously agreed.
4. Matters arising and reporting from previous meeting.
 - None
5. Village Hall Managers report
 - JD advised some of the emergency exits failed their annual 3hr test. Should cost in the region of £380-£440 to fix. Awaiting quote from Marcus.
 - Front door fob unit not working – arranging for ACE to take a look while working on the Pavilion fire alarms. Cost to fix £114.00 + VAT. Clerk and Chair exercised PPC Finance Regulations section 4.1 to approve the expenditure.
 - Door alarms were fitted
 - Buildings annual risk assessment completed along with all policies.



PLUMPTON PARISH COUNCIL VILLAGE HALL COMMITTEE

- Under the Fire Risk Assessment, it stated one of the smoke alarms on the stage were too high up an additional one as been fitted with a ten year battery life which is just above stage level.
- Feed in Tariff reading will be submitted on 31st March and subsequently after the 10th April so to set the new fees for the coming year.
- JD continuing with the 5-day legionnaires testing.
- COSHH has been completed.
- There are two definite bookings for the end of February, one being Turning Pointe who have been approved by their governing body and LDC in order to hold video dance exams. All risk assessment and CV-19 procedures are being followed.
- LDC elections in May and they will be using the hall and following CV-19 regulations.
- Online diary is up and running and working well.

6. 3-5 Year Maintenance plan

- JD advised there were several items around the hall that needed planning for. Refurbishment of the toilets, repaint of the outside windows, radiators in the toilets and committee room were in need of replacement. Clerk advised that PPC were looking for a list of projects/works that the VH committee felt would need budgeting for over the next 3-5 years. JD and Cllr NS to get together and form a maintenance list along with quotes so the VH can earmark over the coming years for these items.

7. Maintenance plan for 2021

- It was noted that the guttering is failing on one section of the hall and will eventually cause issues with the windows. JD would speak with Cllr Morgan on who repaired the Pavilion guttering. It was noted that it would be more cost effective to replace rather than patch the guttering. JD to obtain quotes. Clerk advised the guttering hadn't been raised by Council under the RA's. On receipt of quote Clerk to make an agenda item for PPC March meeting.

8. Village Green Cutting Tender

- Clerk advised tender had been distributed to two parties. Deadline is end of Feb and it will be discussed at the March PPC Finance Committee meeting.

9. Plumpton Village Society summary on their aims and needs for the VH

- LS updated the committee on the Village Society and advised it was different from the other clubs as the society is a non-profit society for the village by the village. All villagers are automatically members of the society and it is only the Committee that are financially accountable. It isn't affiliated by PPC, but it was set up following a request by the PCC to have a separate organisation with a constitution/bank account to run community events.
- LS wished to thank Cllr NS and JD for their support over the last year.



PLUMPTON PARISH COUNCIL VILLAGE HALL COMMITTEE

- They have so far raised enough funds to hold the £250 that is required for the public liability insurance excess which was initially borne on the founding Committee members.

10. Discussion on Queen's Platinum Jubilee Celebrations June 2022

- Platinum Jubilee plans are going ahead well, and they are working through ideas that have come forward from the residents.
- LS advised that she presented to PPC in January about the Jubilee plans and will update them in due course. She also asked at the time for a Cllr representative to sit on the Society – Cllr AG happily volunteered.
- Cllr AG advised that perhaps a link on the parish council website would benefit the society. Clerk advised happy to post anything on Facebook page. LS to speak to website host.

11. Items to be added to future PPC Village Hall Committee agenda

- SA asked about the pond and surrounding areas and what was happening. Cllr NS advised that the college are still in line to do it once CV-19 restrictions are lifted. SA advised several willing helpers are available. Cllr NS will speak with Cllr Morgan as it would be best to have the College advise on planning ideas. Clerk advised this is a PPC agenda item each month until it is sorted.
- SA advised along with JD they have worked on some of the borders. The main front border needs starting again. SA and JD to meet at VH to discuss ideas and a way forward. Cllr JB happy to help.
- Cllr AG advised fencing round by the pond and twitten is deteriorating. JD to obtain quotes for gully and fence. It was decided that Cllr NS, Cllr AG and JD would meet and decide what needs fixing/replacing and ask Rob Westgate to quote. **Clerk to put onto PPC March agenda.**

Meeting closed: 20:32

Date of next meeting: 1st June 2021 @ 19:00 – Village Hall.