

## SHAVINGTON-CUM-GRESTY PARISH COUNCIL

### MINUTES OF A MEETING OF THE VILLAGE HALL MANAGEMENT COMMITTEE HELD ON 23 MARCH 2016 IN THE VILLAGE HALL

<b>PRESENT:</b>	Councillor V Adams	Chairman
	Councillor G McIntyre	
	Councillor W McIntyre	
<b>APOLOGIES:</b>	Mrs J Clarke and Mrs Y Williams	
<b>ABSENT:</b>	Councillors E Ankers and K Gibbs	

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#### 76 MINUTES

**RESOLVED:** That the Minutes of the meeting held on 17 February 2016 be approved as a correct record and signed by the Chairman.

#### 77 NOTES ON MINUTES

At the previous meeting, the Clerk advised that in accordance with Financial Regulations, a Parish Council could approve expenditure up to £500 without the need to seek a total of three quotations, provided that it was satisfied that the quotation represented value for money.

This was not the case at the time the advice was given; however, the Parish Council, at its meeting held on 2 March 2016, had approved new Financial Regulations, and £500 was the threshold.

#### 78 DECLARATIONS OF INTEREST

Members of the Parish Council were invited to declare any disclosable pecuniary interest or non-pecuniary interest which they had in any item of business on the agenda, the nature of that interest, and in respect of disclosable interests, to leave the meeting prior to the discussion of that item.

There were no declarations.

#### 79 DISABLED TOILETS SCHEME

##### 79.1 Consultation (A Requirement for Bids Under the WREN Scheme)

At the previous meeting, Mrs Williams undertook to download a model questionnaire which could be used to consult users of the village hall about the proposed disabled toilets scheme.

In Mrs Williams' absence, discussion was deferred to a future meeting. The Clerk undertook to research possible questionnaires which would be suitable for consulting users of the hall.

##### 79.2 Exclusion of Press and Public

**RESOLVED:** That, in accordance with Paragraph 1(2) of the Public Bodies (Admission to Meetings) Act 1960, the press and public be excluded from the meeting during consideration of the following items, as they were commercially sensitive and the public interest would not be served by disclosing the information.

##### 79.3 Disabled Toilets Scheme

The Committee considered three quotations from surveyors. It was recalled that Stewart Thorley, Architect, had recommended the Council to employ a surveyor, prior to engaging a contractor to carry out the work.

**RESOLVED:** That the Parish Council be recommended to approve the quotation submitted by Aspin Consulting Ltd, being the lowest, in the sum of £350 inclusive of all printing and normal out-of-pocket expenses.

(Noted: That any additional visits would be charged at £200 per day.)

#### 80 REPLACEMENT CEILING

The current situation was that the company which had been willing to provide a specification and quotation for replacement of the ceiling was now unavailable to carry out the work.

One quotation was available at the meeting but was considered to be excessive and higher than the budget allocation.

The Clerk was asked to carry out research into other companies which might be competent to carry out this work. The broad specification was noted.

- Replace suspended ceiling with flat. To achieve this, an alloy frame would need to be installed and plaster-boarded to be plaster-skimmed.
- Remove the skirtings and replace with wooden which can be spray-painted in a special chip-resistant paint.
- 9mm plaster-board to be fixed to the top part of the walls, down to half-way and skim-finished.

#### 81 DECORATION OF MAIN HALL

One quotation only had been received and was available at the meeting. The Clerk reported that she had issued approximately six invitations to quote; some had not replied and the others had commented that they were unable to quote for the work at this time.

The Clerk would contact other decorating companies and report to the next meeting.

#### 82 ELECTRICAL WORK AT THE HALL

The Committee considered a quotation submitted by M H Ascroft for the following work:

Periodic electrical inspection of fixed installation wiring and issue an NICEIC electrical installation condition report.	£350.00
Testing of all portable appliances and issue a register of results (Maximum 12 items)	£50.00
Changed switched fused connection unit for spotlight in porch to an unswitched fused connection unit.	£30.00
<b>TOTAL (subject to VAT)</b>	<b><u>£430.00</u></b>

Members acknowledged that this work was essential from a health and safety perspective and agreed to recommend acceptance of the quotation to the Parish Council. As the sum was under the £500 threshold, the Council was not required to seek other quotations and could accept this on the basis that it was value for money.

#### 83 MISCELLANEOUS ISSUES ASSOCIATED WITH THE HALL

- Mr M H Ascroft to be asked to quote for the replacement of four wall lights in the lounge.
- Hall hire for the Drama Group during September 2016 be agreed at £350 for the week.

#### 84 DATE OF NEXT MEETING

**27 APRIL 2016**

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.....Chairman