

SHAVINGTON-CUM-GRESTY PARISH COUNCIL

**MINUTES OF A MEETING OF THE VILLAGE HALL MANAGEMENT COMMITTEE HELD ON
17 FEBRUARY 2016 IN THE VILLAGE HALL**

PRESENT: Councillor V Adams Chairman
Councillor G McIntyre
Councillor W McIntyre

Mrs J Clarke
Mrs Y Williams

IN ATTENDANCE: Councillor P Yoxall

ABSENT: Councillors E Ankers and K Gibbs

67 MINUTES

RESOLVED: That the Minutes of the meeting held on 20 January 2016 be approved as a correct record and signed by the Chairman.

68 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.

Non-parish councillors were invited to consider if they had a conflict of interest in respect of any item on the agenda.

There were no declarations.

69 DISABLED TOILETS PROJECT – APPLICATION FOR WREN FUNDING

Owing to technical difficulties, Mrs Williams had been unable to download a model consultation form to enable users of the hall to be consulted on the proposed disabled toilets project. She hoped to be able to submit this to the next meeting.

70 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, the basis of commercial sensitivity and the public interest would be served in disclosing the information.

71 DISABLED TOILETS PROJECT

Members were invited to discuss the engagement of a surveyor to carry out an assessment of the building prior to seeking quotations from building contractors.

Councillor W McIntyre reported that he had provided the names of two surveyors to the Clerk. The Clerk, in turn, had contacted each and asked them to submit a quotation for surveying the toilets part of the building.

Members were reminded 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.

(Note: Councillor P Yoxall withdrew from the meeting at this point in the proceedings.)

A copy of a 'hybrid' specification for the disabled toilets scheme was submitted. Members agreed that until a survey had been carried out, consideration/finalisation of a specification should be deferred.

The Committee would consider the quotations for the survey at its next meeting, following which it would make a recommendation to the Parish Council.

RESOLVED: That surveyors' quotations for a survey of the toilets in the village hall be submitted to the next meeting.

72 MAIN HALL – CEILING REPLACEMENT

The contractor who had previously made a site visit to the village hall had been unable to make a second visit accompanied by his electrician. It was expected that a quotation and specification would be submitted to the next meeting. The specification would be used as the basis for inviting a further two quotations.

Mrs Williams undertook to provide to the Clerk the names of two other contractors who also specialised in replacement ceilings.

73 MAIN HALL – DECORATION

One quotation for decoration of the hall had been received. Two other quotations were required.

Members agreed to revise the specification as follows:

Remove: 'skirting treatment (UPVC covering) to prevent further damage';
Replace with: 'removal of skirting boards and replacement with new'.

RESOLVED: That the Clerk issue invitations to quote to two decorating contractors in accordance with the specification, as amended at the meeting.

74 CENTRAL HEATING MAINTENANCE CONTRACT

Problems had been encountered with the central heating system and as this was a gas system supplied by British Gas, the company was asked to quote for an annual maintenance contract.

The quotation for the work was either £35.36 (plus VAT of £8.84 = £44.20) monthly, or £422.00 (plus VAT of £88.40 = £530.40) as the annual fee. Members preferred the annual fee arrangement as the most expeditious and agreed that this be recommended to the Council.

RESOLVED: (a) That the Parish Council be recommended to accept the quotation of £422.00 plus VAT (£88.40) for an annual contract with British Gas for the following:

- i. Full system care plan to cover boiler and radiators;
- ii. Breakdown cover;
- iii. Annual servicing;
- iv. Parts and labour and call-out; and
- v. Annual certification;

(b) That if approved by the Parish Council, British Gas be authorised to carry out an assessment of the heating system.

75 DATE OF NEXT MEETING

23 March 2016

.....Chairman