Necton Parish Council as Trustee of NRCC

Minutes of Trustee Meeting held Monday, 19 March 2018 7.30 pm in the Necton Rural Community Centre

Members present:
Frank Woodward (FW); Fraser Bateman (FB); Jean Bass (JB); Joe Sisto (JS) (Chairman); Frank Stopp (FS); Phil Hayton (PH)

Also in attendance: Gabrielle Joyce (GJ) (Clerk)

1. **To receive apologies for absence**
   Apologies received from Cllrs Thompson (personal work) and Axham (personal).

2. **To receive any declarations of interest from Members & consider requests for dispensation**
   Members are invited to declare interests in items on the agenda as required by the Necton Parish Council Code of Conduct for Members and by the Localism Act 2011.
   Cllr Bass in relation to item 8 (personal interest), Cllrs Sisto and Woodward in relation to item 6 (personal interest)

3. **To approve minutes of previous meeting – 15b January 2018**
   Proposed by PH, seconded by FW, the minutes were **agree**d as a true record and signed by the Chairman.

4. **To note that in accordance with legislation, minutes of the most recent NRCC committee meeting will be listed for receipt by Full Council at their next available meeting**.
   Noted. It was also clarified that on occasions this may mean draft minutes as committee sits bi-monthly.

5. **Clerk's report (operational information)**
   A written report was presented. The following items were also reported:

   - The Caretaker has submitted their resignation, with their last working day being 13 April 2018. Recruitment will begin immediately.
   - The two volunteers supporting the set up/tidy up for bingo are stepping down at the end of March. Both of these changes, will impact on the support of bingo. At present there is no identified alternative for bingo after 7 April – this will be communicated to the person who runs bingo.
   - The water heater in gents will be investigated for repair or replacement.
   - The replacement of main hall ceiling lights to LED can be financed within budget. The quote received was deemed good value and will be commissioned.
   - Quotes are required for soffit replacement of outside toilet/store extension, to be brought to next committee meeting in June.
   - Potential funding for the proposed community garden have been identified. In order to complete the application, quotes are required for associated groundworks (access track, disabled spaces, garden). Suggestions were provided.

6. **Tenancy matters**
   1. **To agree adoption of new tenancy lease, Version 8 (14/03/2018) effective 1 April 2018**

   It was noted that until a meeting is held with club representatives to understand their concerns it would be difficult to agree this item. Adoption of lease is deferred until the next committee meeting on 21 May 2018.
   It was **agreed** that JB, FB and PH would attend a meeting with representatives from SSC to resolve this matter.

The Clerk reported on a response from our solicitor received earlier in response to a query about generic commercial leases. Further clarification will be sought from solicitor, as to process of termination should the tenants not wish to accept a new lease.

As this new lease will not now be in place before 1 April, the landlord is required by new legislation to undertake an EPC on the club building. This will be arranged.

It was **agreed** that the rent increase would apply from 1 April 2018 and not be dependant on the outcome of the yet-to-be arranged meeting.

2. To receive a report from Cllr Bass on NSSC matters, including:

- Update on progress with matters identified in the fire risk assessment: a meeting is still to be arranged to review the recommendations from the assessment undertaken last year. The Clerk provided JS with a copy of the Fire Risk Assessment and he will review actions with the SSC Chairman.
- Confirmation of the NSSC insurance policy in relation to equipment outside the club: Insurance has been renewed.
- To receive details of NSSC's current insurance policy: JB **agreed** to get this.
- To consider quotations for repairs to front step and back door of NSSC building: This is still outstanding. The repairs were clarified as – front door lock, back door and front step. It was **agreed** that the Clerk would investigate and seek quotes for this work.

7. Necton Music Festival 21 July 2018 – fundraising event for NRCC

It was **agreed** to run this music festival again on 21 July 2018 as a fundraising event for the community centre.

It was **agreed** that JS would be the committee member who will be part of the organising group and be the official link between organising group and this committee.

It was **agreed** to delegate the organisation of event to the organising group with authority to make decisions in accordance with identified policy and budget.

8. New notice board – to consider a request from Silver Threads to fit a new small notice board

It was **agreed** to install this noticeboard in the inner hall to the left of the kitchen door. It was noted that this might encourage other groups to set up similar notice boards, which would be welcome.

9. Children's football training (private hirer) – to consider report and agree action

The Clerk outlined the history of this booking and the practice of working alongside the social club who provide outside flood lighting during winter evenings. It was **agreed** that as the lights are no longer required, the hire fee for the field must be paid to the NRCC. The Clerk will communicate with the hirer.

10. Finance

1. To receive a report on current financial status and progress against budget

The current account balance on 14 March stands at £10,142.40. year end accounts will be prepared during the week of 26 March. Bank mandate changes will be arranged to transfer access from outgoing to incoming Clerk.

2. To consider recommendations from budget working party on 2018/19 Budget

The recommendations were summarised. The key aspiration is that the carpark will be upgraded, if the opportunity to secure external funding arises. It was **agreed** to adopt the presented budget for 2018/19.

11. CCTV – to receive update & consider new quotations for repair & installation of 2 new cameras

It was **agreed** to commission First Connect to make repairs to the existing system and add two new cameras to the network. It was noted that 4 TB of storage was sufficient. It was also **agreed** to commission this company to provide annual maintenance. It was noted that the Parish Council would be paying this as it forms security for the play area.

12. To note correspondence received – Each Children's Hospice

JB reported receipt of a letter of thanks from Each Children's Hospice for a donation collected from the audience of the Christmas performance – A Christmas Carol.

13. To confirm date & time of next meeting: Monday, 21 May 2018, 7.30 pm, which is after the annual general meeting of the Council, where members will be re-appointed to this standing committee.

Confirmed.

Meeting closed 10.15 pm

Minutes signed by Chair (or designate) ________________________ on _________________________