

**Minutes of the Sole Trustee of Barlaston Village Hall Meeting
Held on Tuesday 3 October 2017**

Present:

Cllr G Jones (Chairman)
Cllr P Fisher
Cllr P Linehan
Cllr A Brown
Cllr I Moran
Cllr E Philpott
Cllr S Tudor
Cllr V O'Dunne
Cllr I MacMillan

In attendance: Mrs K St Leger (Clerk / Returning Financial Officer)

44 Apologies

Cllr Hall sent his apologies, it was resolved to accept these.

45 Declarations of Interest. There were no declarations of interest.

46 Written applications for dispensations under the Localism Act 2011. There were no written applications for dispensation.

47 To approve minutes of the Sole Trustee meeting of 5 September 2017. It was resolved to accept these as a true record.

48 Matters arising from the Minutes of 5 September 2017

Cllr Jones and Cllr Linehan confirmed they would meet with the Proscenium Players to go through the issues raised.

49 Minutes of the Village Hall Meeting 17 August 2017

Minutes of the 17 August were distributed and duly noted.

50/51 Matters arising from the Minutes of 17 August 2017

It was noted the minutes of the Village Hall meetings were out of sync which caused reporting difficulties. It was resolved to schedule the Sole Trustee Meetings on a quarterly basis. If any matters arose in the meantime they would be added onto the Parish Council agenda or an interim Sole Trustee meeting scheduled.

It was noted Freddie Fox had finished the renovation works. Cllr Fisher agreed to forward a copy of the original quotation to Cllr Linehan. The Parish Council would pay the invoice, the Village Hall would submit an unfettered grant for the net figure.

The Electrician advised he could not carry out a risk assessment for the Proscenium Players based on photographic evidence. They would return when they were in situ to carry out a full inspection and report accordingly. It was confirmed a hiring agreement is in place specifying what hirers can / can't do, it was noted the agreement needs to reflect the removal of the doors.

A Risk Assessment document has now been produced for the hall, a copy will be distributed.

The Insurance is up to date and displayed by the front door.

A large number of keys to the village hall have been issued to hirers over the years, the Village Hall are considering changing some of the locks. In the meantime, a key holder list is being produced.

The Grant Application has been submitted, this will cover any asbestos and water reporting. Difficulties were encountered with the application as they require a 2nd trustee to be listed on the Charity website, I explained the 'sole trustee' was made up of 11 Councillors. This was still deemed unacceptable. The Clerk asked if her details could be added to the charity site to ensure we met the grant application criteria, it was resolved to accept this recommendation.

Date of Next Meeting 6 February 2018 Ruth Dickson Meeting Room, Barlaston Village Hall