

## Minutes of the Sole Trustee of Barlaston Village Hall Held on Tuesday 5 June 2018

### Present:

Cllr G Jones (Chairman)  
Cllr P Fisher  
Cllr I MacMillan  
Cllr E Philpott

Cllr I Moran  
Cllr S Hall  
Cllr D Norman  
Cllr C Hurst

**In attendance:** Mrs K St Leger (Clerk)

- 1 **Apologies** Cllr's MacMillan, Westwood and Tudor submitted their apologies. It was resolved to accept these.
- 2 **Declarations of Interest** There were no declarations of interest
- 3 **Written applications for dispensations under the Localism Act 2011** There were no written applications for dispensation
- 4 Approval of the minutes of the Sole Trustee Meeting 1 May 2018, it was resolved to accept these as a true record.
5. Approval of the minutes of the Sole Trustee Annual General Meeting 17 May 2018, it was resolved to accept these as a true record. It was noted the information received from Mrs S Buxton was comprehensive and informative. The end of year accounts were approved by the External Auditor.
- 6 Approval of the matters arising from the meetings and not otherwise on the agenda
  1. The dilapidation survey was undertaken, the Clerk has found the asbestos survey which was undertaken in 2006 whereby the Village Hall was closed and the asbestos removed, this was contained within the boiler room. For the final report to be issued the Company are still awaiting the certificate for the air conditioning unit which is missing, the Clerk is to liaise with the Village Hall Committee to obtain details, it was noted that it had been serviced.
  2. The root survey for the Oak tree in the car park is scheduled to take place on 26 June 2018, money is in the grant to pay for this.
  3. We still require a detailed roof survey report to be undertaken. It was noted there was damp marks on the ceiling, it is not clear whether condensation was causing the issue or water ingress from the ceiling. The Clerk was asked to produce a maintenance schedule.
  4. There has been no movement in the outstanding positions on the management committee. It was noted there would still need to be administrative links with legal compliance including financial management and GDPR protocols. The day to day management committee needs to be addressed the issue in the long term.
- 7 The Risk Assessment was undertaken with the Proscenium Players, no issues were reported.

Date of next meeting

The Sole Trustee Meeting will be held on 3 July 2018 following the Parish Council Meeting