

## Meeting minutes of Mulbarton Parish Council, Village Hall Committee

Monday 30 October 2023 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

Parish Councillors present: Adam Banham, Louis Kaszczak, Mark Kerr, Dennis Wells and Suzanne Aylmer

District Councillors present: None

Also, present Lorraine Trueman (clerk) and a member of the public

### 1. To appoint a Chair of the Committee

The committee AGREED to appoint Mark Kerr, nominated by Louis Kaszczak, seconded by Suzanne Aylmer.

### 2. To receive apologies for absence

All councillors were present.

### 3. To receive declarations of interest in agenda items and consider any dispensation requests

None were received.

### 4. Open forum for public participation: an opportunity to hear from members of the public and the District/County councillors

None

### 5. To approve the minutes from the meeting held on 2 October 2023

Council discussed the matter raised by the Village Hall Management Committee that item 14 was incorrect. The clerk read the relevant minutes and the council agreed they were accurate. The council **APPROVED** the minutes, and the chair signed them as a true and accurate record.

### 6. To receive an update on items from the last meeting, not on the agenda (information only)

The clerk advised RAAC had been raised at the last meeting, but this should be an item for full council.

### 7. To review funds held that relate to the Village Hall Site

The clerk advised the current bank balance was £2,437.75. The Village Hall Management Committee have advised that they do not wish to have any say over how this is spent.

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## **8. To discuss site maintenance work & emergency evacuation plan for events on Orchard Park & Village Hall site**

The Scouts had raised concern around the emergency evacuation of Orchard Park, following on from their preparations for their annual firework event and met with the VHMV and council to discuss in more detail. The Scouts had made arrangements for their event, but consideration was being made about minor adjustments to improve site safety.

The Village Hall Management Committee have advised that it would be unlawful for them to spend charity money on maintaining the emergency access to Orchard Park.

The council are in discussions with Mulbarton Wanderers CIC and Common Steering Group to open access on the opposite side of Mulberry Park (north side).

Council discussed the impact of Martyn's Law and the clerk advised she had passed details about this on to the VHMC.

**ACTION:** the clerk to include on full council agenda, a request for funds to maintain the site

## **9. To receive an update on the Parish Council office within the village hall building & CCTV**

The Council is not clear if they are able to stay in the office as they have received conflicting information from the Management Committee. Council discussed the need for a Parish Office and concluded that while it was a nice to have, it was not essential.

No further progress on the CCTV.

## **10. To receive an update and agree next steps on the phone mast**

The phone mast company advised both the council and VHMC that the lease needs to be in the council's name. At the meeting in July, council and village hall agreed to share all correspondence. The VHMC has since advised there is no action required from the council but has not shared any of the correspondence, nor been able to explain action taken. **ACTION:** LK to contact the phone mast companies and advise the council are dealing with the lease, as previously agreed, the clerk to ask the VHMC for copies of relevant correspondence before agreeing a meeting to discuss.

## **11. To review action list shared with the Village Hall**

The VHMC have advised they need no assistance from the council at this time.

## **12. To receive the minutes/recording of the Village Hall EGM on 18 April 2023, 2022 AGM and 2022/23 accounts**

None of the documentation/recording had been received. The VHMC had informed the clerk that she was not entitled to ask for accounts until April 2024 but no explanation as to why the council could not have the minutes. Council had received advice suggesting they should contact the Charity Commission if the minutes of the public meetings were not shared. **ACTION:** the Chair and Clerk to discuss this with the Chair and Secretary of the VHMC at their next meeting. If information was still not forthcoming, the clerk to contact the Charity Commission.

## **13. To discuss weekly and monthly meetings with the Village Hall Management Committee**

Both Chairs and Secretary/Clerk had begun to meet weekly but the monthly meetings of all trustees and councillors was still not happening. **ACTION:** the clerk to ask VHMC for some proposed dates

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## 14. To discuss asking full council for funding towards a resolution

**ACTION:** the clerk to add an item on the next full council agenda to ask for £5,000 for initial costs towards mediation and legal fees.

## 15. To receive items for the next agenda

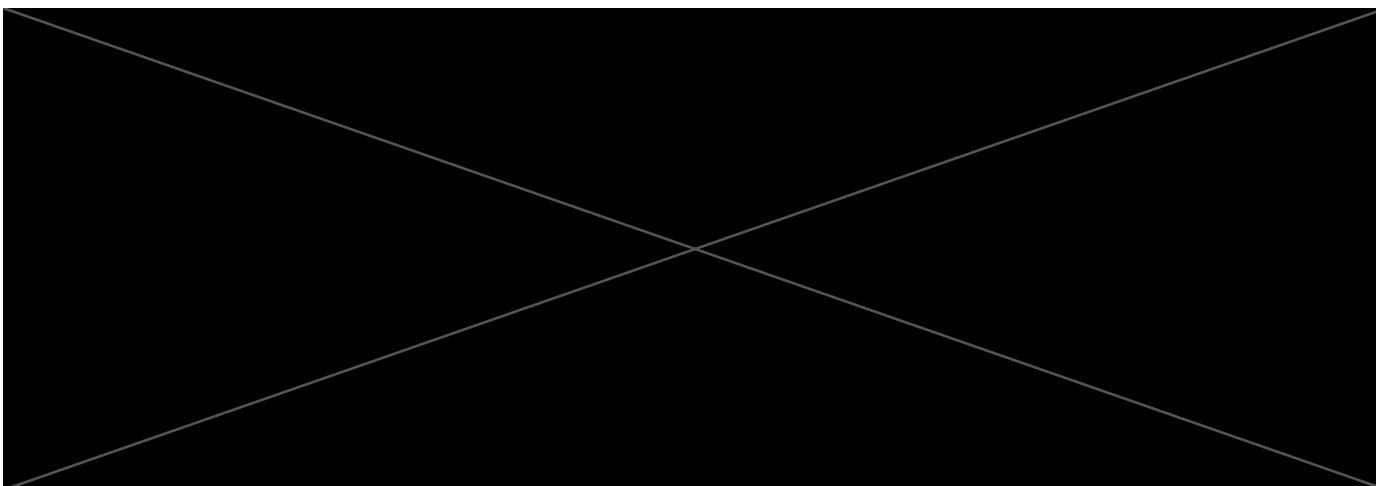
Next meeting 27 November 7.30pm

The member of the public left the meeting.

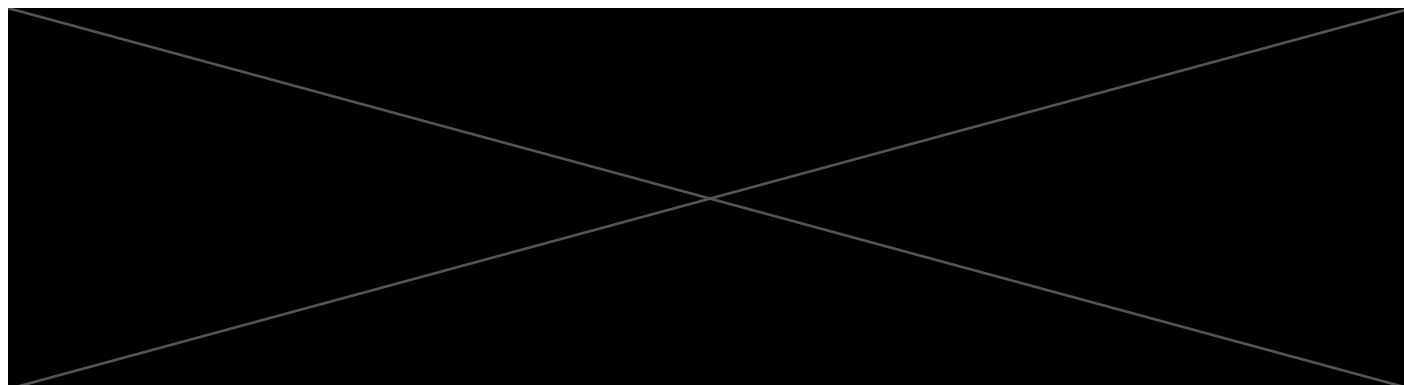
**To pass a resolution under the public admission to meetings act 1960 to exclude members of the public and press for the following confidential items;**

The council **AGREED** to discuss item 16 last.

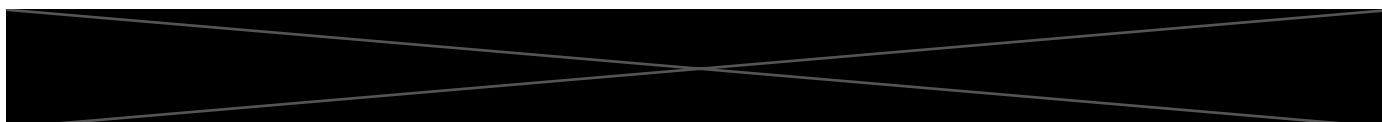
## 16. To consider raising a complaint to the Village Hall Management Committee



## 17. To consider information from solicitor(s)



## 18. To discuss and agree next steps in connection with ownership/management of the Village Hall Site



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