

Meeting minutes of Mulbarton Parish Council, Village Hall Committee

Monday 27 November 2023 at 7:30 PM, held at The Committee Room, Mulbarton Village Hall

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

District Councillors present: None

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

1. To receive apologies for absence

Apologies were received from Suzanne Aylmer.

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

None were received.

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

None

4. To approve the minutes from the meeting held on 30 October 2023

The minutes were **APPROVED** and the chair signed them as a true and accurate record.

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

None.

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

Councillors were able to see the transactions and balance in the new accounting software, Scribe. The clerk advised no income was currently being generated from the MUGA due to the floodlights not working.

Council discussed feedback from the Village Hall Management Committee who had advised they are unable to make any proposals on the funds held as they are in the Parish Council bank account. The account had been setup to provide greater transparency to the Village Hall Management Committee, but it was thought this requirement was not needed. Scribe will allow for improved reporting and receipts/payments relating to the Village Hall can be analysed without the need for a separate bank account.

There is an additional fee for this bank account of £18 per quarter. The committee **AGREED** to recommend to full council that the account is closed.

The member of the public left.

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 7, 8, 9 10, 11 and 12;

7. To consider response(s) from Village Hall Management Committee to letters dated 4 July and 7 November

REDACTED

8. To consider information and advice from solicitor(s)

REDACTED

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

REDACTED

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

The committee **AGREED** to recommend to full council that Fisher German is appointed to negotiate the new lease and the memorandums are signed for the rent reviews. The committee will ask full council for a budget of £3k.

11. To consider escalating the complaint raised with the Village Hall Management Committee

This item was moved to the end of the meeting.

12. To discuss Blakey's Bus agreement

REDACTED

There were no members of the public waiting to join the meeting at 20.16

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13. To discuss site maintenance and to agree a request of funding from the full council

The committee **AGREED** to ask full council for a budget of £2k for maintenance of the site until the new budget year.

14. To receive an update on the Parish Council office within the village hall

No lease agreement or licence to occupy has been received. **ACTION:** add office working environment to risk register

15. To review action list shared with the Village Hall

The committee **AGREED** this was no longer required. Council discussed the emergency access. **ACTION:** more keys for access to CIC and Scouts

16. To receive an update on the receiving of minutes/recording of the Village Hall EGM on 18 April 2023, 2022 AGM and 2022/23 accounts

No documents have been received. The clerk advised she had contacted the Charity Commission as agreed at the last meeting.

17. To discuss weekly and monthly meetings with the Village Hall Management Committee

Meetings are not happening monthly or weekly. **ACTION:** Mark Kerr to find out who new chair of Village Hall is and to arrange meeting(s).

18. To consider the reinstallation of CCTV

ACTION: clerk to look at CCTV solutions, legal requirements/policies and build into 2024/25 draft budget.

19. To agree recommendations to be made to full council in regard to Village Hall event to be held on Saturday 16 December

Discussed under item 9.

20. To receive items for the next agenda

None

No members of the public were in attendance.

11. To consider escalating the complaint raised with the Village Hall Management Committee

REDACTED

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Meeting closed 21.25