

**MINUTES OF THE MEETING OF THE TRUSTEES TO THE BLACKBOYS VILLAGE
HALL, RECREATION GROUND AND ALLOTMENTS TRUST INCORPORATING
PALEHOUSE COMMON RECREATION GROUND
CHARITY REGISTRATION NO: 305225
HELD AT THE VILLAGE HALL, BLACKBOYS,
ON TUESDAY, 31 JANUARY 2012 AT 7 PM**

Present Maria Naylor (Chairman) [part] Felicity Groves [part]
 Selina Allen Rob Newton (Vice Chairman)
 Myran Eade Ian Paisley
 Peter Friend

In attendance Ann Newton – Parish Clerk Members of the Public – three.
 (Officer to the Trust) Members of the Press – none.

(The minutes are detailed in the order in which they appeared on the agenda but not necessarily the order in which they were taken at the meeting. A copy of all the reports mentioned will be attached to the minutes for the minute book).

Three representatives from the Village Hall were in attendance – Mrs Susan Butler, Mrs Emma Doherty and Mr Brian Short (Caretaker).

1. Apologies for Absence

Richard Brocklebank and Jeff Goggin. Rob Newton took the Chair and opened the meeting until Maria Naylor arrived.

2. Declarations of Interest

Councillors to give notice of declarations of personal and prejudicial interests in respect of items on the agenda. Myran Eade declared an interest in the item on the Blackboys Pavilion Project due to his roles within Blackboys Cricket Club. Rob Newton stated that he would not vote, on any decision-making discussions involving the Pavilion, as an adjacent neighbour to the recreation ground.

3. Minutes of the last meeting

It was agreed that the minutes from the last meeting held on 25 October 2011 having been circulated, be approved, adopted and signed as a correct record.

4. General Correspondence

All items were dealt with elsewhere in the agenda.

5. Finance

- **Schedule of expenditure as at 31 December 2011 (Hall and Trust)** – the report was adopted as read (SA/FG).
- **Formal agreement of the payments/disbursements** as detailed in the report circulated at the meeting (SA/FG).

<u>Blackboys Village Hall Expenditure</u>	£
<u>December</u>	
Rob Hussey (internal repairs/painting)	2,000.00
Mrs Sandie Smith, Cleaner/Bookings Clerk	XX.XX
Mr Brian Short, Caretaker	XX.XX
<i>Both salaries paid net of deductions</i>	
HMRC: December tax for Cleaner/Bookings Clerk and Caretaker	XX.XX
 <u>Cheques to pay</u>	
Framfield Parish Council (reimbursement of H&S Assessment cost)	225.00
Mrs Ann Newton (reimbursement of cost of radiator valves)	83.70
Mrs Sandie Smith, Cleaner/Bookings Clerk	XX.XX

Mr Brian Short, Caretaker
Both salaries paid net of deductions
HMRC: January tax for Cleaner/Bookings Clerk and Caretaker

XX.XX

XX.XX

Blackboys Trust Expenditure
None.

6. Recreation Ground

- Matters arising

BB 007	Gated access – Clerk to follow up on one household in Blackboys. The Clerk reported that a further letter had been received stating that the gate had been in position for twenty years. Also attached were some undated photographs. The Clerk was asked to write to the residents again voicing the Trustees concern and disappointment that they have still refused to sign the agreement particularly as in this instance the gate opens directly onto a children's play area which could give rise to concern to parents with children using the area. <u>ACTION: BB 014 – CLERK.</u>
BB 008	Clerk to contact WDC regarding the gate at number 19 Mapleleaf Cottages. The Clerk reported that this was still ongoing. <u>ACTION: BB 015 CLERK.</u>

- Pavilion Refurbishment

BB 009	Pavilion refurbishment – update. The Cricket Club have agreed the revised drawings which are now being costed. Further update if available. The Chairman stated that the costings had literally arrived that day – they would be discussed and the next steps forward decided in closed session at the end of the meeting. <u>ACTION: BB 0016 – ONGOING.</u>
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- Any other recreation ground business – there was none.

7. Village Hall

The representatives of the Hall users were welcomed to the meeting including Brian, the Caretaker. Emma Doherty thanked the Trustees for redecorating the main hall. Brian Short asked who the usual oil supplier was – the Clerk said she would ask Jan Riddle. **ACTION: BB 017 – CLERK/JR.** The Clerk stated that she would issue the representatives with agendas and minutes if they so wished for future meetings. **ACTION: BB 018 – CLERK.**

- Matters arising.

BB 005	H&S Risk Assessments. Clerk to negotiate costs and agree terms. The Clerk reported that the cost for both halls had been reduced to £450.00. The assessments had been done but not received so the cheque would be held back until receipt of the reports. <u>ACTION: BB 019 - ONGOING</u>
BB 010	Removal of the radiator covers. Clerk to ask the Pre-school for written confirmation of their agreement to their removal. The Clerk reported that written confirmation had been received and the covers had been removed. Rob Newton had then had to replace the valves as the original ones were not compatible with the removal of the covers!
BB 011	Rob Newton to look into the possibility of the installation of a thermostat in the Hall. This is still to be done. <u>ACTION: BB 020 – RN.</u>
BB 012	Rob Newton and John Mordaunt to investigate the installation of a light on the side of the Hall facing the top car park. This is still to be done. <u>ACTION: BB 021 – RN/JM.</u>

- Correspondence
 - Mrs Sandie Smith. The Clerk reported that Sandie had resigned from her position as bookings clerk/cleaner with effect from 1 February 2012. The position was advertised on the website and noticeboards and one resident had applied – Mrs Jill Goggin. She had been given a job description and shown around the Hall by Sandie. The meeting proposed that Jill be given the position – this was proposed by John Mordaunt and seconded by Maria Naylor and agreed by all present. The Clerk would issue the contract of employment. **ACTION: BB 022 – CLERK.**

- Dr T Hince regarding the newly installed gate. The matter was discussed at some length, but consensus of opinion felt that users of the car park should access it at an appropriate low speed, bearing in mind that not only might there be a stationary car but a child in the area.

8. Blackboys Allotments

- Matters arising

BB 013	Rob Newton to turn the water off at both allotments. This had been done.
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- Any other allotment business.
 - Tenancy Agreements 2012/13 – possible increase in rents for the year 2013/14. The Trustees agreed that a note should be put in the letter accompanying the tenancy agreement for 2012/13 stating that the rents will be reviewed for the year 2013/14. **ACTION: BB 023 – CLERK.** The Clerk also stated that there might be up to three vacant plots – these would be advertised on the website and magazine. **ACTION: BB 024 – CLERK.**

9. Palehouse Common Recreation Ground

There was none.

10. Any Other Business at the Discretion of the Chairman

There was none.

11. Date of Next Meeting – Tuesday, 27 March 2012 at 7 pm.

The meeting closed at 7.33 pm.

Chairman.....

Date