

BRERETON AND RAVENHILL PARISH COUNCIL

DISTRICT OF CANNOCK CHASE COUNTY OF STAFFORDSHIRE

Chairman: Councillor Mrs G Harvey
37 Birch Lane
Brereton
Rugeley
WS15 1EJ

Mr. P.G. Davies ACIS, DMA, MEPS [Parish Clerk]
37 Leofric Close
Kings Bromley
Burton-on-Trent
DE13 7JP
[Tel: 01543-472762] [Please reply to the Clerk]

Date: 2nd March 2016

Dear Councillor

Parish Hall Management Committee

You are requested to attend a meeting of the Parish Hall Management Committee to be held at the Parish Hall, Ravenhill Park, Brereton, on **Wednesday, 9th March 2016**, at **7.30 p.m.**

Yours faithfully

PG Davies
Parish Clerk

To: The Chairman and Members of the Parish Hall Management Committee
Councillors:- R Easton [Chairman]
K Ansell
Miss IJ Brown
Mrs DM Easton
H Farnath
Miss C Harvey
Mrs G Harvey
GN Molineux
Mrs HJ Southwell

AGENDA

1. Declarations of Interest

2. Apologies

3. Minutes

To approve, as a correct record, the attached minutes of the meeting held on 10th February 2016.

4. Matters arising from the Minutes

5. Parish Hall Progress Report

The Clerk will report on the following:-

- Redecoration of Parish Hall – Review of progress
- CCTV – response of District Council
- Update on hire fee income

6. Finance Report

To consider the attached report of the Clerk.

7. Date and Time of Next Meeting

BRERETON AND RAVENHILL PARISH COUNCIL

Minutes of a meeting of the Parish Hall Management Committee held at the Parish Hall, Ravenhill Park, Brereton, on Wednesday, 10th February 2016.

Present

Councillors R Easton [Chairman], K Ansell, Miss IJ Brown, Mrs DM Easton, Miss C Harvey, Mrs G Harvey and GN Molineux.

Also Present

Councillor Mrs P Ansell.

Apologies for absence were received from Councillors H Farnath and Mrs HJ Southwell.

Mr PG Davies [Parish Clerk] was also present.

1. COUNCILLOR MRS HJ SOUTHWELL

The Committee was sad to learn that Councillor Mrs Southwell was unable to attend the meeting due to illness.

The Clerk undertook to send Councillor Mrs Southwell a 'Get Well' card from the Chairman, Members and Officers of the Parish Council, wishing her a speedy recovery.

2. DECLARATIONS OF INTEREST

No declarations of interest were given at the commencement of the meeting.

3. MINUTES

RESOLVED

That the minutes of the meeting held on 13th January 2016, be approved and signed as a correct record.

4. TENNIS COURT

The Clerk circulated a letter from Mat Walker, Chairman of the Brereton Million Group.

RESOLVED

That the Clerk, in thanking Mat for his letter, point out that the Parish Councillors, themselves, are volunteers serving the local community of Brereton and Ravenhill.

5. CLEANING OF PARISH HALL

RESOLVED

That the Clerk write and thank Mrs M Bladon for all her efforts in supporting Members with the cleaning and tidying of the Parish Hall.

6. CCTV PROVISION

The Committee noted a response from Amanda Wilkinson, Customer Services and

Central Control Manager at the District Council, in which she advised that she would be meeting Mike Edmonds, Head of Commissioning, to discuss the decision of the Parish Council to withdraw from this venture.

A response was awaited.

7. PARISH HALL – PROGRESS REPORT

a. Work Schedules of Caretakers

The Clerk reported that the two Caretakers were settling into their roles satisfactorily. Several constructive comments had been made about the improved cleanliness of the building.

The Committee noted that the Clerk was preparing detailed worksheets for both Isabel and Wendy, itemising the times of attendance and tasks to be undertaken for each week.

b. Environmental Health – Inspection of Kitchen Facilities

The Clerk reported that he had received a telephone call from Environmental Health regarding a possible inspection of the kitchen facilities at the Parish Hall. The Department intended to contact Voyage [regular users of the kitchen].

To date, no further contact had been received from Environmental Health.

c. Hire Fees – Update

The Committee noted the following:-

<u>December 2014 and January 2015</u>	<u>December 2015 and January 2016</u>
Regular income: £2,665.98	Regular income: £2,952.70
Extra income: £487.55	Extra income: £300.00
<u>£3,153.53</u>	<u>£3,252.70</u>

8. KITCHEN – INSPECTION OF FACILITIES

The Committee carried out an inspection of both the kitchen and the Function Room and agreed a programme of improvements to enhance the appearance of the building and its facilities.

9. FINANCE REPORT

The Report of the Clerk, showing the financial position of the Parish Hall as at 31st January 2016, was received for information and noted.

10. WHARF ROAD

Members of the Committee agreed to arrange to inspect Wharf Road and the areas surrounding Rugeley Town Station. This followed similar discussions at the Parish Council meeting regarding the unsatisfactory state of this part of the parish.

11. **DATE AND TIME OF NEXT MEETING**

RESOLVED

That the next meeting be held on 9th March 2016, at 7.30 p.m.

[Chairman]