

## **BRERETON AND RAVENHILL PARISH COUNCIL**

Minutes of a meeting of the Parish Hall and Property Management Committee held at the Parish Hall, Ravenhill Park, Brereton, on Thursday, 3<sup>rd</sup> November 2022.

### **Present**

Alderman R Easton [Chairman], Alderwoman Mrs P Ansell, Councillors K Ansell, Mrs DM Easton and DR Johnson.

Apologies for absence were received from Councillors Mrs G Harvey, JC Harvey, Ms C Hodgkiss and Mrs L Johnson.

Mrs R Davies [Clerk to the Committee] and Mr J Smith [Responsible Finance Officer and Caretaker] were also present.

Also present: Ms Angie Oldbury.

The Chairman welcomed Ms Angie Oldbury to the meeting, who would be undertaking secretarial work in the near future for the Parish Council, ie attending full Council meeting and Planning Committee and any correspondence etc. generated from both meetings. Members were in agreement that training could be offered to Ms Oldbury if she wished to undertake this.

### **1. DECLARATIONS OF INTEREST**

There were no declarations of interest given at the commencement of the meeting.

### **2. APOLOGIES**

As listed above.

### **3. NEWMAN GROVE ALLOTMENTS**

Alderman R Easton informed the Members that he had visited the allotments and that Mr Jim Cusack [Allotment Superintendent] had been instructed to take down the structure that had been erected by Mr Ghuman [Plot 14].

The Clerk informed the meeting that Mr Craig Royall [Cannock Chase District Council] and Mr Jim Cusack would be invited to the meeting which would be held in January 2023.

### **4. MINUTES**

#### **RESOLVED**

That the minutes of the meeting held on 6<sup>th</sup> October 2022, be approved and signed as a correct record.

### **5. MATTERS ARISING**

There were no matters arising.

### **6. PARISH HALL PROGRESS REPORT**

The Clerk reported to the Committee the total amount of fees for the month of October which amounted to £1,486.75. The total amount of fees from 1<sup>st</sup> April to 31<sup>st</sup> October 2022, amounted to £9,100.16.

Mr John Smith [Caretaker/Responsible Finance Officer] had previously brought to the attention of the Committee the problem with the cooker in the kitchen [the grill was not working]. Alderman R Easton confirmed that the cooker could be repaired.

It was also mentioned that the lights in the kitchen would be fitted with LED bulbs.

**7. WEBSITE MANAGEMENT**

Alderman R Easton informed the Committee that the Chairman of the Parish Council [Councillor TA Jones] had written to Mr Nigel Ferguson to inform him that his services were no longer needed. All agreed that the website was 'not fit for purpose' in its current state.

**8. ROAD SWEEPER AND TRACTOR**

Road Sweeper

Councillor D Johnson informed the meeting that there could be a potential buyer coming to view the road sweeper. The Committee discussed a price, possibly £1,300.00 including VAT.

Tractor

It was agreed that the tractor could be sold. The price would be open to offers and the best offer would be accepted.

All Members present agreed that both items of equipment should be sold.

**9. FINANCE REPORT**

The report presented by John Smith, showing the income and expenditure of the Parish Hall as at 31<sup>st</sup> October 2022, was submitted for information and noted.

All agreed that income from hire fees was getting better after Covid and that the current rate of charges for hire of the Parish Hall remain the same at this present time. Fees may have to be reviewed if costs escalate.

**10. REVIEW OF PARISH HALL INVENTORY**

It had been brought to the attention of the Parish Council, during the recent audit, that the asset register for the Parish Hall needed updating for insurance purposes.

Members of the Committee and John Smith [RFO] went through the list of items in the foyer and updated individual costs.

Everyone present agreed that if all areas of the asset register were looked at over the rest of the financial year, it would be helpful for the next audit in 2023 if information was up to date.

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

**RESOLVED**

That the next meeting be held on Thursday, 8<sup>th</sup> December 2022, at 7.30 p.m.

---

[Chairman]