

## **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 Tuesday, 3<sup>rd</sup> January 2023.

### **Present**

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

Apologies for absence were received from Councillors DR Johnson and Mrs L Johnson.

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

### **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**

The Committee were informed that Mr Craig Royall [Cannock Chase District Council] was no longer in the post as Housing Maintenance Manager. The post will be filled in the near future but Mr Royall did provide a contact name, ie Mr Anthony Simms. The Clerk would endeavour to contact Mr Simms with a view to him attending a future meeting of the Committee.

### **4. MINUTES**

#### **RESOLVED**

That the minutes of the meeting held on 15<sup>th</sup> December 2022, be approved and signed as a correct record.

### **5. MATTERS ARISING**

#### **Website Management**

Councillor Mrs DM Easton asked if the website was now operating normally. The Clerk informed the Committee that she had sent recent paperwork to the Website Manager [Mr Nigel Ferguson] for inclusion on the website and she understood that this had been done.

#### **Christmas Lights**

The Clerk informed the Committee that a letter of thanks had been sent to Mr David Lusty, the person responsible for putting up the lights.

### **6. ROAD SWEEPER**

The road sweeper still remained unsold but the Chairman stated that there had been two interested parties.

### **7. PARISH HALL PROGRESS REPORT**

The Clerk and Mr John Smith [Administrator] reported on the total amount of hire fees for the month of December, which amounted to £813.89. The Clerk explained that fees for the month were slightly down because the regular groups finished earlier for Christmas and this had affected the revenue.

The total hire fees from 01.04.22. to 31.12.22. amounted to £11,404.11.

**8. FINANCE REPORT**

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

**9. OTHER MATTERS**

- VAT still to be claimed to December 2022. Mr John Smith would need some assistance with this because the procedure for making a claim had changed and the VAT Return was now needed in digital form.
- Kickboards – these would be replaced as and when time allowed.
- Decorating of the Main Hall discussed – would be done over 2 days. The price for the painting was quoted to be approximately £400.00 plus the cost of the paint. Colours were discussed and all present agreed on grey – soft sheen.

There is approximately £600.00/£700.00 in the budget for the decorating.

**10. REVIEW OF PARISH HALL INVENTORY**

The Committee reviewed the Parish Hall inventory and updated amounts for items in the Main Hall for insurance purposes.

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

**RESOLVED**

That the next meeting be held on Tuesday, 31<sup>st</sup> January 2023, at 7.30 p.m.

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[Chairman]