

**Charminster Parish Council extraordinary meeting Tuesday 12th November 2019
at Charminster Community Hall at 7.00pm**

Draft Minutes

Present: Mark Simons (MS) (Chair), Carol Matthews (CM) (Vice-Chair), Keith Beeson (KB), Geri Brown (GB), Peter Dangerfield (PD), Mandy Edwards (ME), Alan Rolls (AR), Richard Wareham (RW) and Peter White (PW) and Tim Yarker (TY)

In attendance: Sarah Davies (Clerk).

MS welcomed everyone to the meeting at 7pm.

2019/132 **Declarations of Interest** – to record declarations of interest in any item on the agenda.
None

2019/133 **To consider grant of dispensations**
None received.

2019/134 **To receive apologies for absence**
Apologies had been received from Richard East and Ben Lucas

2019/135 **Public Discussion Period**
There were no members of the public present.

2019/136 **Ratification of purchasing decisions made in relation to the Community Hall to date.**

a) Contractual decisions

The Clerk confirmed the cost of services to date:

- i) BT (Phone and Broadband) £49.99 a month (2 year contract)
- ii) Electricity (Contract set up by Wyatt in the PC's name. To date bills have been approximately £50 a month)
- iii) Gas and Water (contracts have been set up but costs unknown at the moment)
- iv) Business Rates have been set at £679 a month but the Clerk has logged a query as it is thought that this amount should be much lower.

b) Major purchase decisions

- i) 125 stacking chairs have been ordered (at a cost of £5,375), 5 dollies for the stacking chairs to go on (£1,125), 40 aluminium waterfall chairs (£2,254)
- ii) 21 long tables have been ordered and received (£2,037), 7 small tables (£476) and 3 trolleys to store the tables (£606)
- iii) The kitchen equipment needs to be ordered. The cost is £1,729

Action: Clerk to order kitchen equipment

c) Minor Expenditure

The Clerk explained the following items have been ordered:

- i) Indoor Key Safe (£95)
- ii) Badminton Nets (£256.40)
- iii) Letter Box (required by Royal Mail to register with them) £19.58
- iv) Cleaning Equipment (£8.97)

An outdoor key safe still needs to be purchased at an approximate cost of £200.

d) Clerk's authority

The Clerk confirmed that the additional insurance premium was £606.14

e) Professional Fees

The Clerk confirmed the cost of the Fire Risk Assessment was £342.00

CM proposed the above amounts be accepted. RW seconded. All in favour.

2019/137 **Proposed change to Financial regulations**

After lengthy discussions, RW proposed section 3.3. of the financial regulations should read:

“The Clerk may incur expenditure on behalf of the Council which is necessary to carry out any repair, replacement or other work which is of such urgency that it must be done at once, whether or not there is any budgetary provision for the expenditure, subject to a limit of £1,000 **and up to £1,000 for any group of expenditures for a project for which a budgetary provision has been made including the Community Hall related sundry expenses.** The Clerk shall report the action to the Council as soon as practical thereafter.”

AR seconded. All in favour.

2019/138 **To agree the purchase of fire extinguishers and a service contract for the fire alarm system and equipment**

TY proposed spending £817 on the purchase of 6 fire extinguishers, one fire blanket and the associated signage needed to comply with fire regulations. KB seconded. All in favour.

The Clerk will obtain quotes for the service contracts.

Action: Clerk to order fire equipment

2019/139 **To agree the hire rates for the hall**

The Community Hall working party had proposed the following rates:

Main Hall	£25 per hour
Meeting Room	£15 per hour
Parish Room	£10 per hour
Kitchen	£25 per session (if heavy use)

Weddings	£1500 (including set up on Friday, all day Saturday and Sunday morning for clearing up).
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All residents of Charminster Parish Council should receive a 50% discount.

TY proposed the above rates be adopted and reviewed after 6 months. AR seconded. All in favour.

2019/140 **Date of next meeting – 3rd December 2019 at 7pm at Charminster Community Hall**