



The Queen's Hall
High Street
Cuckfield
West Sussex
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Community Buildings Committee Minutes of a meeting held at 8.15pm on 28 March 2019

Present: Mrs A King (Chairman), Mrs M Dormer, Mrs F Laing, Mr P Mantripp

In Attendance: Ms Caroline Hansen (Assistant Clerk)

CB68 Apologies for Absence

None.

CB69 Declarations of Interest

None .

CB70 Public Question Time

No members of the public were present.

CB71 To approve the minutes of the meeting held on 28th November 2018 (previously circulated).

The minutes of the meeting held on the 28th November 2018 were taken as read, confirmed as a true record and signed by the Chairman.

CB72 To note any matters arising from the minutes not included elsewhere on the agenda

None.

CB73 To note the Community Buildings Action List

Noted.

CB74 To consider the proposed increase to hire charges at the Queen's Hall and Cuckfield Village Hall

Committee members approved all the proposed increases to the hire charges at Queens Hall.

In respect of the proposed hourly hire charge for Cuckfield Village Hall, Committee members approved an increase to £11.00 per hour plus VAT.

CB75 To consider the AIRS Village Hall Week and whether Cuckfield Parish Council should plan to be involved in 2020 (2019 information previously circulated).

It was resolved that this item should be considered by the next Council when formed.

CB76 To consider the quotes received to rectify the damp walls at the Queen's Hall (to follow).

This item was deferred to a future meeting as no quotations had been received.

CB77 To review and consider additions to the Queen's Hall Maintenance Programme (attached).

Committee members reviewed the Maintenance Programme summary and requested more information be included. The Clerk was requested to add budget, actual and due date columns to the summary.

CB78 To consider the invoice received from Cuckfield Preschool for cleaning undertaken after the vandalism (attached).

Committee members resolved not to pay the invoice.

CB79 To review and agree the renewal of the annual contract with Cuckfield Preschool for their lease of the Village Hall from 1st April 2019 (attached)

Committee members agreed to renew the annual contract.

CB80 To review the implementation of a formalised communication process between Cuckfield Preschool and Cuckfield Parish Council when reporting issues that arise at the Village Hall

Committee members approved the formalised communication process for immediate implementation. The Clerk was requested to keep full notes to file.

CB81 To consider the proposed hire rate increase for Cuckfield Preschool's use of the Village Hall (previously circulated)

It was agreed to accept Preschool's proposed increase of fifty pence per hour for 2019-20 year. This amount being the limit of Preschool's ability to pay. In order to comply with legal transparency requirements, the Parish Council had been advised to change to a system whereby Preschool would pay the entire hire rate and apply for a grant towards the balance they were unable to fund. This would be effective from 1 April 2020. In accepting the Preschool's increased payment proposal, the Council had undertaken an analysis to understand the effect of the reduced Preschool fee on;

- a) The resulting subsidy to Preschool; and
- b) The need to recognise this subsidy in a transparent manner as required by the Transparency Act. Council would consider the contribution of this subsidy on a recurring annual basis as a grant. It was agreed this would be discussed with Preschool during a working committee meeting to be arranged.

CB82 To consider the point at which the future investment decision for Cuckfield Village Hall is made and set the criteria against which that decision will be made. Further investment of public money into the Village Hall should be offset against the value to the community of the asset and the Parish Council's responsibility for good financial governance

Councillor Mantripp agreed to prepare an Investment Plan on the through-life costs of ownership of Cuckfield Village Hall to determine the point at which further investment is required to maintain its viability.

Meeting closed at 9.15pm

Signed _____