

**Minutes of the Low Town Community Hall Trustees Meeting held at 2.30 pm on Monday 3rd April 2017 in the Mayors Parlour, College House**

**Present:** Councillors E. Marshall, G. Mountcastle, Mrs J. Onions, Ms V Voysey and R. Whittle

**Also present:** Anne Wilson Clerk to the Trustees

**1. Fire Safety Announcement**

The Chairman made a fire safety announcement.

**2. Apologies**

Trustees received apologies from:  
Councillor A Hinton Work commitment

**3. Minutes**

**RESOLVED:** that the Minutes of the Meeting of Trustees held on Friday 3<sup>rd</sup> February 2017 is a true record.

**4. Independent Examination of Annual Accounts by Wallace Croke**

**RESOLVED:** that Trustees noted and approved the independent examination carried out by Wallace Croke, and that the Chairman of this group, Cllr. E. Marshall will sign the accounts.

The Town Clerk would make the necessary Annual Return to the Charity Commission.

**5. Installation of Enhanced Hearing Loop**

After the last meeting the Clerk was asked to enquire about options for a lapel microphone and a boundary microphone. Information was circulated to Trustees. Following further consideration by the Trustees it was agreed that one 'tie clip' wireless microphone and one hand held wireless microphone should be ordered.

**6. Sanitary Bins and a Nappy Bin**

Trustees noted that the hall did not have a nappy bin in the disabled toilet where the baby changing is located, nor sanitary bins in the ladies. These have been added to our existing Council contract, at a cost of:

- Nappy bin is £169 per annum

- Sani bin is £94.13 per annum per unit and we have 3 units  
Concern was expressed about the cost of these bins. It is difficult for the Council to dispose of the relevant items, and is more efficient and safer in terms of hygiene for our staff to have a company carry out this work. Trustees noted that bins are already in Castle Hall for the same reasons.

## 7. Anti-social behaviour around the Hall

The Charity has received some complaints about anti-social behaviour around the hall in relation to young persons hanging around the entrance door, as well as cars parking in the car park with young people inside. The Police are aware of the issues and have stepped up patrols when they are able to.

Members were therefore asked to consider the following:

- a) That users of the hall be made responsible for ensuring that the chain is put back across the car park entrance if they are a key holder (i.e. when our caretaker does not let them in and out of the hall).

This was agreed by the Trustees as a good idea, and the Clerk was asked to implement this in conjunction with Rachel and Barry.

- b) CCTV for the entrance to Low Town Community Hall

Further consideration was given to the obtaining of a CCTV camera for the entrance area. The camera would be over the door and have the ability to cover the car park too. Questions were asked about cameras to cover the whole building.

It was felt that if affordable the Trustees should proceed with the Quote, as it offered protection for both the property and the users, and could possibly avert costly damage.

**RESOLVED:** that the Clerk make further enquiries with regard to elements of the equipment in the quote, and also to look at an alternative quote, perhaps with a less high specification recorder.

Also to look at the cost of broadband for the building.

## 8. 25th Anniversary Celebrations

**RESOLVED:** that on Monday 8th May from 7.30 p.m. – 9 p.m. a celebratory event takes place to recognise that the hall has been open for 25 years.

It was agreed that the invitation list would include two representatives from the current regular users, current and new Town Councillors, Trustees – past and present, the architect, Shropshire Councillors, the relevant Shropshire Council Officer, representatives of the Bridgnorth Housing Trust and anyone else considered being appropriate.

The event would include the option for the users to show what their group/organisation did through stands or a display, e.g. possibly a dance display, a buffet and a cake with a few speeches. The Town Clerk would speak to the media.

## 9. Any other matter to be raised.

### i) Recharges from Town Council

**RESOLVED:** that the Trustees approved the following charges to the charity from Bridgnorth Town Council.

• Town Council staff hours - Dec 2016 – March 2017	£ 3950.10
• Repairs to the Community Centre	£ 303.54
• Town Council staff hours – March 2017	£ 653.78
• Process fee for wages – March 2017	£ 20.00

The Town Clerk's concerns about the lack of recharges for the work that she and the Outdoors and Properties Manager carry out were noted.

### ii) Detailed Income and Expenditure Accounts from eight months from 1<sup>st</sup> August 2016 to 31<sup>st</sup> March, 2017

**RESOLVED:** That the Trustees noted the Income and Expenditure reports as presented.

**RESOLVED:** That the Trustees noted the trial balance, and the healthy state of the balances.

During this period, expenditure was higher than income; agreed that this loss should not continue indefinitely. Although the fees had been slightly increased in January 2016, there was a second stage increase in fees scheduled for January 2018.

Trustees acknowledged that a large amount of work had been carried out to meet health, safety and fire requirements and on other improvements. But expenditure needs to be carefully controlled.

### iii) Arrangement of chairs for meetings – future visual projection facilities

Councillor Marshall informed members that he had recently attended a U3A meeting where the chairs had been laid out diagonally across the room; the guest speaker had stood in one corner of the room. He felt that this was a satisfactory solution to people not being able to see a speaker or screen should the chairs be laid out length ways in the hall. He mentioned this in relation to options for IT equipment in the hall.

The meeting finished at 3.30 pm