

MINUTES OF THE LOW TOWN COMMUNITY HALL TRUSTEES MEETING
held on Tuesday 14 November at 6.00 p.m. in the Mayors Parlour, College House

Present: Dr J Buckley, Mrs K Hurst-Knight, E Marshall, Mrs J Onions, Mrs S Stevens and R Whittle OBE

In attendance: Susan Wilthew, Locum Clerk to the Trustees

1. Fire Safety Announcement

Fire safety announcement was made

2. Election of Chairman

E. Marshall was elected as Chairman of the Low Town Community Hall Trustees group for the ensuing year.

3. Apologies

No apologies were received.

4. Election of Vice Chairman

Mrs S Stevens was elected as Vice Chairman of the Low Town Community Hall Trustees group for the ensuing year.

5. Minutes

The minutes of the meeting of Trustees held on Monday 3rd April 2017 were approved as a correct record of the meeting.

6. End of Year Accounts

The Trustees noted the End of Year accounts for 2016/2017 and were concerned that there was effectively a £6,000 loss shown.

It was agreed that the accounts need to be reported quarterly to help the Trustees see at an early stage any potential shortfall.

7. Accounts for Payment

The question was raised of what has changed to cause the Hall to go from profit into loss.

One reason put forward was that most of the work had been done by volunteers before BTC had been asked to take over.

It was agreed that a lot of maintenance work had been carried out to bring the Hall up to a good standard. Now that standard had been reached there was a need to look at what is a reasonable charge for BTC to make for the management of the Hall and ensure that BTC is not subsidising LTCH, but equally that BTC is not making excessive charges.

A discussion took place over the charges the Town Council levied on the community Hall. It was generally felt that the fees were excessive.

A discussion took place about increasing income while reducing costs. When looking to the future it was generally agreed that the opportunity should be investigated about getting local people to take on the running of LTCH on a voluntary basis. It was felt that this local involvement would help to increase bookings.

It was recognised that a voluntary body would still have to run the LTCH in a manner that met appropriate operational standards e.g. maintenance and health and safety.

Concerns were raised that there was no SLA or contract between LTCH and BTC so there was no formal agreement on the hours to be recharged. A formal contract was needed.

RESOLVED: the Locum Clerk to the Trustee's to:

- Obtain from the Town Council a full breakdown of all Town Council staff hours allocated to the Community Hall together with the basis for the allocation of those hours
- Clarification of whether any of the RBS fees to the Town Council is allocated to the Community Hall
- A breakdown of the bookings taken this year together with a breakdown for the past couple of years for comparison

This information to be available for the next Trustee meeting.

RESOLVED: To pay only DLF proportion of the bill and ask for breakdown of the 196 hours for office staff.

8. Review of Hire Charges

It was noted that it had been agreed to split increases into two phases last year.

RESOLVED: Review of hire charges and volunteer situation to be looked at again in April 2018 with a view for any changes in charges to be brought in from August 2018.

9. Audio Visual Equipment

Concerns were raised that no staff member knows how to use the hearing loop equipment.

The Clerk agreed to ensure that staff training would be put in place.

The installation of projection equipment at the Hall was offered as one possibility for increasing bookings. Work should be undertaken to identify if this was needed.

Date of next meeting: Wednesday 6th December starting at 6p.m., Mayor's Parlour

Meeting closed 7.06 p.m.