

PURLEY ON THAMES PARISH COUNCIL
Minutes of the meeting of the Barn Management Committee
held at the Parish Office Purley on Thames on 23rd November 2017

PRESENT: Mrs P Beddoes Mr J Chapman Mr R Farrow
Mr G Rolfe Mr R Jones Mrs S Briscoe

In attendance: Mrs C Lamb (Clerk) Miss S Williams (Assistant Clerk)
Mr C Moses (Amenities Officer)

B17/25 APOLOGIES FOR ABSENCE Mr S Chester

B17/26 DECLARATIONS OF INTEREST None

B17/27 PUBLIC QUESTION TIME One member of the public was present

Mrs Beddoes had not arrived when the meeting started so Mr Chapman opened the meeting.

Standing Orders were suspended while the member of the public made a statement regarding a potential regular Sunday booking.

Mrs Beddoes arrived while the member of the public was making their statement and chaired the rest of the meeting.

Standing orders were reinstated and it was agreed to bring Resolution B17/32 forward and discuss it at this point in the meeting.

32-1 It was unanimously resolved to **RECOMMEND TO COUNCIL** that hire of the Barn be permitted on Sundays and that the Clerk should have authority to decide whether to accept a booking or not.

B17/28 MINUTES

The Minutes of the meeting held on 13th July 2017 were confirmed as a correct record and signed by the Chairman.

B17/29 MATTERS TO REPORT FROM THE MINUTES

B17/23 It was agreed that discussion of the idea of having portfolio holders for specific areas of responsibility within the committee would be deferred until the next meeting.

B17/30 PARISH OFFICE REPORTS

A. Barn Report

A written report was presented (summary appended to the Minutes).

Mr Moses explained that there was an error in the written report and only five chairs were ripped or had wonky frames.

Actions arising from the report were as follows.

E-cigarettes

Mr Rolfe said signage stating that e-cigarettes were not allowed was needed.

Pegs in beams

The contractor had not been able to re-install the pegs in the beams and had suggested a specialist in wooden buildings was needed.

B. Burial Ground Report

A written report was presented (summary appended to the Minutes). Actions arising from the report were as follows.

Eligibility

It was agreed to leave the requirement unchanged for the time being, but to consider this again in future.

C. Action Log

The Action Log was reviewed and updated during discussion on the above items. Copies would be circulated to members of the Committee.

B17/31 CHAIRMAN'S REPORT

The Chairman reported on various matters including the new kitchens, vandalism and installation of CCTV.

B17/32 RESOLUTIONS

32-1 *This item had been discussed under B17/27.*

B17/33 BUDGET 2017/18

Provided for information and noted.

B17/34 BUDGET 2018/19

A budget to recommend to Council was agreed.

B17/35 MEMBERS' ITEMS

Mrs Beddoes and Mrs Lamb suggested that a series of community events and activities be arranged during half term in October 2018 to commemorate the end of World War I. This would be discussed further at the next meeting.

B17/35 DATE OF NEXT MEETING 22nd March 2018

Purley on Thames Parish Council

Barn Committee

Barn Report, November 2017

Part 1. Current Business overview

| |
|---|
| Invoicing for the period July to October: £3,710.00 |
| Total balance waiting to be paid: £120.00 |

Current business summary:

Two regular hirers, Silver Surfers and West Berkshire Scrabble Club, have each reduced their bookings from weekly to twice monthly. We are trying to arrange for them to be on the same Thursday (one in the morning, one in afternoon) so we can hire out the free Thursdays.

Following complaints about problems parking while the Farmers' Market was on, the Clerk and Amenities Officer have been in contact with both Scouts and TVFM to arrange that any stalls or stands set up outside the Barn do not block access to parking spaces by Lower Goosecroft.

Overflow car parking for the Christmas Market has been arranged and the grass in the field has been cut in readiness. FOPB is co-ordinating arrangements on the day and have walkie-talkies and a team in place.

Part 2. Maintenance

Development of Preventative Maintenance Plan continues; once complete, this will become the maintenance schedule.

Inspections/Serviceing

Fire safety – six-monthly service (alarm and emergency lights) was carried out on Monday 13th November.

Fire exit at rear will be resurfaced to prevent trip/slip hazards in the event of emergency.

Cleaning

Annual deep clean: was carried out in August 2017 and will be scheduled for April 2018. The annual clean does not include the very top of the halls so there is still a good deal of dust and cobwebs on the beams, fans, lights, etc. To clean these would mean using a tower which would increase the cost. Recommend carrying this work out every two years to maintain the overall appearance of the Barn.

Window (inside and out) cleaning is being arranged by the Amenities Officer.

Games on cupboards in Small Hall

A number of games, such as pinball, have been left on top of the Small Hall cupboards for some time. The Amenities Officer is in the process of seeking someone who might have a use for them with a view to clearing the top of the cupboards.

Repairs

- **Repairs since last Report**

Internal fire door closers have been adjusted.

- **Repairs scheduled**

Chairs – 23 need new feet and 25 are either ripped or the frames are wonky. This means that 172 are in good condition.

Coat hooks.

- **Repairs awaiting quotes**

Two quotes for repair of broken rails have been received – one is for £95.00, the other for £110.00.

A quote had been requested (but not yet received) for repairing the small patch of Large Hall floor which had been taken out for investigatory work.

Key safe

The Small Hall key safe broke and could not be opened. The key safes are heavily used so a more robust replacement has been fitted.

Part 3. Barn Development

Noise

Further complaints had been received over the Summer. In addition to PC monitoring of noise from evening bookings, WBC had monitored a barn dance to assess whether complaints were valid. Feedback from this was that the noise was not detectable inside the property, but was audible in the rear garden. The level of noise was not enough to be considered a statutory nuisance and no further action will be taken. WBC also confirmed the event had finished punctually at 10.30pm.

Amenities Officer is arranging for engineer to visit in January to look at the installation and give a firm quotation.

EICR advisory item (C3 – “Improvement recommended”)

The contractor had advised that renewal/upgrade of electrical consumer units scheduled for 10th August was not necessary. The advisory item was rectified with a smaller amount of work at much lower cost.

Terms & Conditions

Terms and conditions have been slightly revised to exclude e-cigarettes.

Increased safety and security

Amenities Officer is investigating costs of extra security for the Barn, for example strengthening the external doors/raising the height of the barriers at the rear, and obtaining speed signs for the car park. This is part of an application by FOPB for funding

under a WBC scheme with a maximum of £7,500 individual threshold. Deadline for applications is 4th December 2017.

Enquiry about Sunday booking

There has been an enquiry about the possibility of hiring both halls of the Barn on one Sunday each month (excluding August) throughout 2018. Ideally, they'd like the first Sunday of each month and each booking would be for three hours between 1.00pm and 5.00pm, hours to be agreed. The booking is for a proposed Women's Group with charitable status – the idea is to enable day time rather than only evening meetings.

Wedding bookings

The charges for Saturday wedding bookings are:

| | |
|------------|----------------------------------|
| Large Hall | £600.00 for the day |
| Small Hall | £325.00 for the day |
| Total | £925.00 for the Saturday booking |

Any time setting up the halls on the previous Friday is charged at the standard weekday rates of £15.00 per hour for the Large Hall and £10.00 per hour for the Small Hall, so total income from a wedding hire might be around £1,000.00.

Weddings do, however, take a great deal of Officers' time. Most one-off bookings involve receiving and responding to a telephone/e-mail enquiry and some hirers also ask to visit the venue (usually only once). In addition to this, wedding hires often involve more than one sub-contractor – DJ, caterer, bar, decorator, band – all of whom must provide a copy of their Public Liability insurance, and making sure that and all the other paperwork is in place takes quite a bit of chasing and reminding. There are also multiple follow-up calls and often three or even four visits, each of which takes up to an hour.

All of this means that each wedding booking takes a great more of Officers' time than any other booking. A rough breakdown of estimated time is:

| | |
|-------------------------------------|---------|
| Initial enquiry, response and visit | 2 hours |
| Paperwork and insurance cover | 3 hours |
| Follow-up queries | 3 hours |
| Dealing with contractors | 2 hours |
| Additional visits to the Barn | 4 hours |

Weddings hires are more likely to ring for help/support on the day than other Barn users, and there is also a requirement for noise levels to be tested three times during evening bookings, so more time (another two or three hours) is required on the day and evening of the booking. Extra cleans are also often required before/after weddings.

In all, it is estimated that each booking costs around £180.00 to £200.00 in staff time, and 15 to 20 hours of staff time are being diverted from other work.

November 2017

Purley on Thames Parish Council

Barn Committee

Burial Ground Report, November 2017

Part 1. Current Business overview

| Invoicing to 31 October 2017 | | | |
|------------------------------|-----------|--------------------|-----------|
| Total invoiced: | £1,780.00 | Total received: | £1,780.00 |
| | | Total outstanding: | £0.00 |

Current business summary

1. Register entries and Exclusive Rights of Burial are up-to-date.
2. A sign has been put in the notice board to say dogs must be kept on a lead and any mess must be cleared up by the owner (as per the rules) because someone has been seen exercising a dog in the Burial Ground.

Part 2. Maintenance

Railings and gate

Two quotes have been received for sanding down and re-painting the railings and gate. The lower quote for re-painting using black Hammerite paint was for a total cost of £375.00. The higher quote was for a total of £845.00 but the contractor might be able to offer a lower price; he will test an alternative product for treating galvanized metal on a small part of the fence to determine whether it will be suitable for the work.

This work needs to be carried out when the yew hedge has been cut back, so will not be scheduled until spring 2018.

Benches

Three benches need re-treating/varnishing. This work can be carried out within existing budget.

Part 3. Future development

Eligibility

The rules state: "Residence within the Parish will be evidenced by the name (or name of parent or guardian in the case of children) appearing in an Electoral Register within the previous ten years". A local funeral director had commented that ten years was a very long time and suggested the time requirement be lowered to three years. This would bring it into line with other similar burial grounds in the area.

Sarah Williams
Assistant Clerk
16 November 2017