

BRYMTPON PARISH COUNCIL

MINUTES OF THE LUFTON COMMUNITY HALL COMMITTEE, HELD AT 7.00 P.M. ON WEDNESDAY 18th SEPTEMBER 2023 AT THE LUFTON COMMUNITY HALL KINGFISHER DRIVE BA22 8FJ

- The Meeting that was due to be held on the 6th September 2023, due to being inquorate through illness and work commitments

7pm-8.20pm

PRESENT:

Mr G Pritchard (Chairman)
Mrs S Brookes (Treasurer)
Mrs C Collins (Bookings Secretary)
Mr P Seib
Mr S Attrill
Mrs M Attrill (Clerk)
1 Member of Public

16/23. TO RECEIVE ANY APOLOGIES FOR ABSENCE None were received

17/23. TO RECEIVE ANY DECLARATIONS OF INTEREST Mr Seib declared an interest as chair of the Abbey Community Association and also as a Somerset Councillor

18/23. MINUTES OF THE MEETING HELD ON Members APPROVED the minutes of the meeting held on 14th June 2023, which were then signed by the Chairman

19/23. APPOINTMENT OF THE TREASURER Members RESOLVED to agree the appointment of the Mrs Brookes as a volunteer Treasurer onto the Lufton Community Hall Committee, to work alongside the Clerk. Following a discussion, a proposal from Mr Attrill, seconded by Mr Seib and a unanimous vote

20/23. TREASURERS REPORT Mrs Brookes gave a verbal report on the Lufton community Hall finances

21/23. BOOKINGS SECRETARY REPORT Mrs Collins gave a brief verbal report on the bookings for the Lufton Community Hall

22/23. INTERNET AND WIFI Members NOTED that permission has been received from the headteacher at Kingfisher primary school, and Streetnaming have been informed. Once all is completed with street naming then the internet/Wi-Fi can be ordered. The secure post box has been installed

23/23. PAT TESTING Members NOTED that this has been carried out when the lighting sensor was repaired. Mr Pritchard is to contact the electrician reference amending the timings on the lighting sensor

24/23. ALARM KEY HOLDER Members NOTED the App is to be fitted at a mutual appointment date and will require internet/WI-FI

25/23. OFFICIAL OPENING Members AGREED that an official opening date for the hall has now passed and that a note could be put on the Facebook page to say that the hall is open

26/23. HEARING LOOP Members will be asked to RESOLVE to agree a hearing loop system. More research is to be carried out for a suitable hearing loop

27/23. SERVICE PROVIDER AGREEMENT Members will be asked to RESOLVE to agree a service provider agreement for when the community hall is handed over to a committee. This will be put to the full council in September for discussion and approval

29/23. HEALTH AND SAFETY POLICY Members RESOLVED to agree the Health and Safety policy. This will be put to the full council in September for discussion and approval. Following a discussion, a proposal from Mr Seib, seconded by Mr Attrill and a unanimous vote

30/23. FIRE RISK ASSESSMENT Members RESOLVED to approve booking a Fire Risk Assessment appointment with PJ-Fire Safety Consultants Ltd. This will be put to the full council in September for discussion and approval A luminescent sign is to be purchased for the store room

31/23. QUESTIONS AND ITEMS ARISING AFTER THE PREPARATION OF THIS AGENDA, SUCH MATTERS ARE FOR NOTING OR DEFERRAL TO A FUTURE AGENDA ITEMS FOR THE NEXT MEETING.

Purchase of paper hand towels and dispenser

Purchase of an Incident book

Purchase of an up to date first aid kit and plastic gloves

32/23. ITEMS FOR THE NEXT MEETING

Consider work to promote a committee

Direction panel for the community hall

The review of the hire fees

33/23. NEXT MEETING Members AGREED the next date of the next Lufton Community Hall committee meeting is to be held on Thursday 23rd November 2023 at the Lufton Community Hall