

**Joint Meeting of the Finance Committee and Queen's Hall Committee**  
**Minutes of a Meeting of the held on 25<sup>th</sup> June 2009**

Present: Mrs Macintyre (Chairman), Mrs King, Mrs Revell, Mr Gregory  
In attendance: Mrs Jones (Clerk)

**46. Election of Chairman & Vice-Chairman**

It was proposed, seconded and unanimously resolved that Mrs Macintyre be re-elected as Chairman and Mrs Revell as Vice-Chairman of the Finance Committee. It was proposed, seconded and unanimously resolved that Mrs King be re-elected as Chairman and Mrs Revell as Vice-Chairman of the Queen's Hall Committee.

**47. Apologies for Absence** were received from Mr Salisbury, Mr Gallagher and Mrs Burgess.

**48. Declarations of Interest** There were no declarations of interest regarding any items on the agenda.

**49. Approval of Minutes of Previous Meeting** The minutes of the finance meeting held on 19<sup>th</sup> March and the Queen's Hall meeting held on 7<sup>th</sup> May were taken as read and confirmed as a true record.

**50. Clerk's Report and Matters Arising**

The clerk reported that the new administrative assistant was of real benefit and enabling a better service to be offered to the public. At present the assistant was working with the clerk but this would probably change in the autumn.

**51. Budget Statements for the year to date**

Budget statements for income and expenditure for the financial year to 17<sup>th</sup> June 2009 had been previously circulated. It was anticipated that the costs of the floral displays would be reduced this year and this would cover the costs of the replacement information board at Whitemans Green.

There was a discussion regarding the digitisation of the burial records as funds had been put into the budget for this purpose. It was considered that this was a priority as it was very important that the original records were transferred to the County Archives for safekeeping but it was also recognised that copies needed to be available for local research purposes. It was hoped that the Library Trust would contribute to this cost and it was agreed to write to them accordingly.

It was noted that the income from weddings and functions at the Queen's Hall was already at more than 50% of the annual projected income. The hall was now fully booked for weddings until the autumn.

**52. Three Year Financial Plan**

A forward plan for the maintenance of the Queen's Hall was available. It was agreed that a forward plan should be looked at by the Environment Committee at their next meeting and this item would then be discussed at the following Finance Meeting.

### **53. Restoration of the Village Clock**

As noted at the recent Environment Meeting, some damage to the surface of the car park had been caused by the contractors when the clock was reinstated. It was agreed that the quotation for the repair be accepted and the work put in hand as soon as possible.

### **54. Maintenance Work at the Queen's Hall**

The clerk reported that earlier in the week the fire door off the green room was not opening or closing properly. A temporary repair had been carried out to the door but there was movement on this part of the building which would need urgent attention. The builders were awaited but at present the likely cost of repairs was unknown.

Estimates for the exterior redecoration had now been received and, after discussion, it was agreed to accept the lower quotation. Dependent on the work required to the green room and any interference that might ensue, the work to be put in hand as soon as possible. It was noted that this was subject to the contractor's insurance cover being adequate for purpose. It was also suggested that the guttering be cleaned at the same time as the re-decoration works.

A quotation for the repairs to the stonework in the office had been received. After discussion, it was agreed that as funds for this were contained within the building maintenance budget, this work be put in hand as soon as possible. Concerns were expressed that if the work was not carried out immediately, higher costs could be incurred if the stonework deteriorated further.

It was noted that, following a roof tile coming loose, emergency works had taken place to replace part of the guttering at the front of the building.

The quotation for the security work to the office was currently awaited. It was anticipated that this would be in the region of £500. Again, it was agreed that this work be undertaken as soon as possible.

Quotations for the electrical testing were now in hand. To date one estimate had been received, in the region of £1000. Further estimates were awaited. It was suggested contacting EDF for a quote. Annual servicing to the boiler, lift and gas fire were in hand.

### **55. Wedding Brochure & Advertising**

No further progress had been made with this. Details of the advertisers were required and this information could then be linked to the new website. However, the majority of new enquiries were coming through the internet. Word of mouth was also very important.

The meeting closed at 9.30 pm.