

HURSLEY PARISH HALL MANAGEMENT COMMITTEE

Minutes of a meeting held on Wednesday 10th December at 8pm in Hursley Parish Hall

Attendance: Will Cameron, Amanda Apps, Christine Knowles, Kristin Tridimas, Cheryl Steel

Apologies for Absence: Alex Bell, Toby Guest

Matters Arising from the Previous Meeting:

1. Christine tried to organise to speak with the Childcare Hub regarding the licence agreement and the increase of £2,000 per year from 1st April 2025 but Vanessa wasn't available. However the £2000 uplift was agreed from 1st July 2025.
2. Alex will look at the disabled sign in the parking area when the weather is better.
3. The CIO documentation is being put in place.
4. Vanessa at the Childcare Hub will continue to look at a canopy.
5. Cheryl has cleared the shed to remove old items. Vanessa will need to assess and clear the walkways in the shed before we organise a big sort out.
6. Christine has tried to get the smart meter fixed and renew the contract which expired in October 2025.

Financial Statement:

Total income is £20,056, which is £634 below budget.

Nursery income is £18,850 which reflects the increase from July

Total hall hire is £1,135 which is £625 under budget.

Electricity and gas is under budget.

Total bank balance is £34,840 and considered healthy.

The cost of the floor replacement will be added to the budget for 2025/26.

Any Other Business:

- A. An Action Plan is required by the Nursery by the end of the year and liaison with Holly is to be organised.
- B. Vanessa is happy to discuss the electric and gas supply costs.
- C. Vanessa asked about the fence which has been repaired.
- D. Vanessa asked about the door and skirting in the Archie Heath Room which is rotten but this is part of the old structure of the building but the Committee will look at it.
- E. The thermostats have been tested and are working correctly and the portals for the underfloor heating have been flushed through and fixed.
- F. There has been a problem with the toilets backing up. A quote has been received for the removal of boxing and dispose of existing wastepaper and condense line to boiler and replace the boxing for £760. If this doesn't fix the problem then the next option is a camera to look at the pipework. Amanda will ask Alan to have a look at it to see if he thinks of any other cause.
- G. The constitution documents have been sent to Parish Smith and there is a Trustee Eligibility Declaration document which was signed by the trustees. Fees are currently £1,500 for the CIO documentation and a further £1,500 for other details to be confirmed.

- H. Tony the roofer will quote for the replacement of the Chinese tiles on the new roof. Christine informed the committee that there may be a grant available for this to help with costs.
- I. Cheryl will get a quote for outside woodwork painting. Kristin will give the details of the painter to Cheryl for a quotation.
- J. The side lights have been disabled due to the batteries being out of date. Cheryl will chase this.
- K. Cheryl got a quote in June for the refurbishment of the flooring for £4,800 with Winchester Wood Floors. It was agreed by the Committee to get the work completed.
- L. Cheryl will get the chairs cleaned in the Archie Heath Room.
- M. Alex had a damp specialist but we will wait to hear the outcome of their survey.
- N. Christine showed the committee quotes from British Gas Lite for utilities for a new contract. For 1, 2 or 3 year these don't have a daily rate. The committee considered how long to tie in and it was agreed on two years.
- O. Dates for forthcoming meetings were agreed as follows: 11th February, 15th April, 20th May AGM, 15th July, 30th September, 25th November.
- P. It was acknowledged that Christine will need to organise a new bank account for the CIO,
- Q. Kristin has the Christmas Tree Festival this weekend in the hall.

Date and Time of the Next Meeting:

Wednesday 11th February at 8pm at the Parish Hall
Storage Shed & Archie Heath Room Organisation - tba

ACTION:

Cheryl:	Book Floor refurbishment, quote for new roof, clean chairs, outdoor painting quotation
Alex:	Report on damp specialist, disabled sign
Will:	CIO documentation - ongoing
Amanda:	Alan to look at pipe
Christine:	Confirm Utility contract, new bank account