



Councillors are hereby summoned to attend a meeting of the Village Hall Sub-Committee to be held on Monday 2 August at 7.30 pm at Longdon Village Hall.

**Clerk:** Karan Swindells

Email [clerk@longdonworcs-pc.gov.uk](mailto:clerk@longdonworcs-pc.gov.uk)

This Meeting is open to the public. Parishioners are invited to give their views and ask questions related to items on the Agenda or raise issues for future consideration.

### **AGENDA**

#### **1. Apologies**

Councillors are reminded to give apologies for absence in writing to the clerk for in advance of each meeting missed and that the 6 months absence rule may be upheld.

#### **2. Election of Chair**

#### **3. Declarations of Interest**

Cllrs Are reminded, when applicable to:

- a) Register of Interests: Keep their R of I updated.
- b) Declare Disclosable pecuniary interests in items on the agenda and their nature.
- c) Declare any other Disclosable interests in items on the agenda and their nature.
- d) To-submit written requests for the grant of Dispensation to the clerk in advance of the meeting.

#### **4. Public Participation**

The time allocated is at the discretion of the chairman. Residents are invited to give their views on issues on this agenda or raise issues for future consideration.

#### **5. Minutes**

This is the first meeting of this sub-committee meeting. There are no minutes to consider.

#### **6. Appointment of Officers and Co-option of Non-Councillors**

- a) Hall bookings clerk
- b) Health and Safety Officer
- c) Co-option of Non-Councillors

#### **7. Village Hall Accounts**

- a) To receive the accounts for the last full year of operation 2019/20 for information (already circulated).
- b) To note that to comply with regulations the accounts of the former Village Hall trustees will be transferred to an account in the name of the Parish Council acting as the sole trustee of the village hall and operated by the council's Responsible Financial Officer.

- c) To recommend that the Responsible Financial Officer and the former Village Hall Treasurer liaise to produce the current year's accounts for presentation to the Charity Commission in due course.

**8. Office Space**

- a) To note that Upton Community Care have decided not to proceed with renting the space.
- b) To consider the Vicar's offer to leave behind the dishwasher and any office furniture if required at the end of the church's licence period.
- c) To consider the future use of the space and whether/where to advertise it.

**9. Village Green and Village Hall report**

- a) To consider how to implement the recommendations in the report using working parties and professional contractors.
- b) To consider how to maintain the car park and the area around the Village Hall.
- c) To note the occupant of the house immediately adjoining the car park on the eastern side has written requesting that the trench between the car park and the fence of their property be cleared of weeds which are growing through their fence.

**10. Business plan and Hire Charges**

- a) To consider and review the existing charges and plan (both already circulated).

**11. Date of next meeting**

- a) To agree the date of the next meeting of the sub-committee.



Karan Swindells, Clerk to the Parish Council 27 July 2021