
Brympton Parish Council

Serving our community

Clerk: Julie Ferguson

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Minutes for the meeting of the Lufton Community Hall Committee at the Lufton Community Hall, Kingfisher Drive on Wednesday 12 March 2025 at 2.00pm.

Present – Cllrs Graham Pritchard (Chair), Cllr Joe Conway (part-time), Rev. Sarah Sanderson

In attendance – Julie Ferguson (Clerk). There were no members of the public present.

14:00 – Meeting opened

1) APOLOGIES FOR ABSENCE – To receive apologies for absence (LGA 1972 s85(1)).

2) DECLARATIONS OF INTEREST – Cllr Pritchard was a Governor of Kingfisher Primary School.

3) MINUTES OF PREVIOUS MEETINGS

RESOLVED: To **APPROVE** the minutes of the LCH Committee meeting held 23 Oct 24 (LGA 1972 sch12, para41 (1)).

4) MATTERS TO REPORT FROM A PREVIOUS MEETING

None.

5) FINANCE REPORT

a) LCH Cashbook

The Chair thanked the clerk for her efforts getting the accounts ready for audit and new booking software in place. Thanks also to website support – Dag Design for their assistance.

Lufton Community Hall 2024-25 Cashbook

28/02/2025			
CASHBOOK	Receipts	Payments	Balance
01/04/2024	Balance B/F		-£1,648.82
	PLUS Receipts (LCH Income)		£11,604.92
	MINUS Payments (LCH Payments)		-£7,376.44
Current Balance			£2,579.66

Noted.

b) Initial reduced hire rate for new groups

RESOLVED: To **APPROVE** an initial reduced rate for new user groups to be considered on a case-by-case basis, subject to approval by BPC.

c) Insurance

It was **NOTED** that Kingfisher Primary School were responsible for buildings insurance and the certificate had been provided to Brympton Parish Council.

6) BOOKINGS REPORT

a) Regular bookings

2 Regular bookings had paused their sessions as their numbers had dropped after Christmas, however 1 new user had started and a potential additional new user had been in contact.

b) Private bookings

The clerk reported that private bookings had dropped off since the busy Christmas period. The Chair suggested a facebook advert to advertise the facility.

ACTION: Clerk

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7) HOUSEKEEPING REPORT

a) Cleaning checklist issues raised.

The cleaners checklists were being provided monthly issues raised:

- General condition of hall needing attention
- Some consumables needing replacing
- Drip from water heater notified & investigated by Cllr Pritchard

ACTION: Chair & Clerk

8) LCH USER AGREEMENT – Update.

The clerk was asked to arrange a meeting with the Landlord (PPAT) with agenda items:

- Update on the proposed amendments to the User Agreement (amendments provided to PPAT).
- Request to include LCH maintenance (plumbing, electrical, caretaker provision) under existing school maintenance contracts with costs to be invoiced to BPC as necessary.
- Request to use the main school hall by Lufton Youth Club, provisioned for in the Sublease agreement.

9) CONTRACTS

a) Cleaning review

The contract would be reviewed later in the year, Cllr Pritchard to provide cleaning specification for tender.

b) Maintenance

Request to be brought under existing school contracts (detailed in Agenda Item 8).

10) ITEMS FOR THE NEXT AGENDA

None. To be provided to the clerk by Fri 2nd May 25.

11) DATE OF THE NEXT MEETING – Wed 14th May at 2pm at LCH (tbc).

15:15 – Meeting closed