

# WETHERSFIELD PARISH COUNCIL

## MINUTES of an Extraordinary Meeting of the Parish Council held at Wethersfield Village Hall on Monday, 4<sup>th</sup> September 2017 at 7.30pm

Present: Cllr J Barker (Chairman)  
Cllr R Burdge  
Cllr K Daniel  
Cllr N Godley  
Cllr D Martin  
Cllr Mrs E Newell  
Cllr B Vincent

In Attendance: 3 Members of the Public  
Mrs A Lucas (Clerk)

### 1. **CHAIRMAN'S WELCOME**

The Chairman welcomed members of the public to the meeting and explained the purpose of the meeting was to agree terms of the lease between Wethersfield Parish Council and Wethersfield Village Hall CIO.

It was also stated that all councillors wish Wethersfield Village Hall to flourish in the future.

### 2. **APOLOGIES FOR ABSENCE**

Cllr A Bowers (Vice Chairman), Cllr M Taylor and Cllr P Schwier (Braintree District Council). These apologies were accepted.

### 3. **DECLARATIONS OF INTEREST**

Cllrs Godley and Martin declared a non-pecuniary interest in Agenda Item 7 as they are Trustees of Wethersfield Village Hall.

### 4. **PUBLIC PARTICIPATION SESSION WITH RESPECT TO AGENDA ITEM 7 ONLY**

A member of the public queried the length of time the meeting has taken to be organised. The lack of a lease was first raised in February and grant opportunities have been lost during this period.

The Chairman accepted the criticism and apologised.

### 5. **CONSIDERATION ON RESOLVING TO EXCLUDE THE PUBLIC AND PRESS DUE TO THE NATURE OF THE BUSINESS TO BE TRANSACTED – PUBLIC BODIES (ADMISSION TO MEETINGS ACT) 1960**

It was agreed not to exclude members of the public.

**6. EXCLUSION OF THE PUBLIC**

Members of the public were welcome to remain.

**7. THE TERMS AND CONDITIONS OF THE PROPOSED LEASE BETWEEN THE PARISH COUNCIL AND WETHERSFIELD VILLAGE HALL**

The following was unanimously agreed:

- The terms of the lease are to be set at 7 years, renewing automatically.
- The licensing of alcohol is to be the responsibility of Wethersfield Village Hall CIO.
- Wethersfield Parish Council is to be responsible for the repair and maintenance of the structure and fabric of the building.
- Wethersfield Village Hall CIO is to be responsible for all non-structural elements of the building eg: wall coverings, decoration etc.
- Improvements to the building are the responsibility of Wethersfield Village Hall CIO.
- A plan is to be presented to Wethersfield Parish Council on an annual basis. This plan should include the previous year's accounts, a forthcoming year's budget, a proposed maintenance schedule, a proposed improvements schedule and sources of future funding including any potential requests for funding from Wethersfield Parish Council.
- It is not a requirement for the CIO to have the annual plan approved by the Parish Council and this will be included in the constitution of the CIO.
- Wethersfield Village Hall CIO is responsible for the payment of all utility bills.
- Wethersfield Parish Council is responsible for insuring the fabric of the building
- Wethersfield Village Hall CIO is responsible for insuring the contents of the building.
- Clause 3.15 of the ACRE Model Documents to read: "to apply for and be responsible for the cost of obtaining a licence where appropriate".

**8. NEXT MEETING OF THE PARISH COUNCIL: The next meeting of Wethersfield Parish Council will be an Ordinary Meeting to be held at Blackmore End Village Hall on Wednesday, 13<sup>th</sup> September 2017 commencing at 7.30pm.**

The Chairman thanked everybody for attending and declared the meeting closed at 8.45pm.

Signed: .....  
Chairman

Date: .....