

SESSIONS HOUSE MANAGEMENT

Wednesday 5th March 2025 5pm at The Sessions House.

MINUTES

1. To receive apologies

Cllr Ben Thomas, Cllr Dave Harrison, Clerk Angela Morgan

2. Declaration of Interest

None

3. To approve the minutes of the meeting held on 5th February 2024.

Approved

4. Matters arising from the meeting held on 5th February 2024.

None

5. To receive an update on Safety Checks within Sessions House

Water in through ceiling in Room 4 - found flooded on Monday 24.02.25

Carpet soaked, damage to computer screens and paperwork.

Dehumidifier from Brandon Hire for 4 days.

Brian Jones (drains) visited and will return to carry out a proper assessment

Matt Bell (roof) contacted; message left – no reply to date

6. To receive an update on Sessions House Business.

- **Events**

Civic Society Bayeux Tapestry talk took place on 19th February

HMP Student Awards held on 14th February

Library booked for a funeral wake 13th March

HMP Staff Awards to be held on 20th March

Evening of Recognition 22nd March

- **Room Hire**

Discussions needed around

a) Room Hire for Events

- **Tenancies**

Discuss using Tiff's data

- **Electrics**

Works to Water Heater and Courtroom lights to be completed from April

Up-to-date PAT testing reports received from GAVO

ACTION: Check paperwork of GAVO PAT testing is correct

- **Weddings**

2 prospective bookings for Summer 26, couples made aware that all arrangements other than hire of the Sessions House to be made by themselves

- **Decorating**

Aimey is coordinating with HMP to get a date and timeframe for preparation, plastering and painting timeframe.

- **Staff Leave**

Lyn away 14th – 17th March

Ang away 28th Feb – 6th March and 29th – 31st March.

7. A.O.B.

ACTION: Clerk to find out the rates for the building and look through previous minutes (2018-2022) for information about utilities in rental agreements.

Correspondence

None

Next meeting: Wednesday 2nd April 2025 5pm

Town Clerk

