

SESSIONS HOUSE MANAGEMENT

**Meeting of the Session House Committee held on
Wednesday 2nd April 2025 6pm at The Sessions House.**

MINUTES

1. To receive apologies

Cllr B Thomas

2. Declaration of Interest

None

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

Approved

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

Authorisation of PAT testing for GAVO equipment has been verified.

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

Discuss work needing to be done to prevent further leaks into Room 4. Drains and roof to be investigated.

6. To receive an update on Sessions House Business.

- **Events**

March 22nd – Mayor’s Evening of Recognition

Letter of thanks received from Sir Gerald thanking the mayor for a wonderful evening.

April 18th – HMP Graduation of Officers

Mayor presented awards

- **Room hire**

Discuss new charges for Library and Courtroom Hire – hourly rate or fixed charge. Suggested rate of £15/hr with extra £5 for use of kitchen. Remove the boiler urn for refreshments to save on energy costs.

ACTION: Changes to start on 1st June, Clerk to contact societies and businesses.

Consider charging non-registered charities - unresolved

Printing Services – will we continue to provide this service? – unresolved.

ACTION: Clerk to make a list of all regular bookings made by societies and businesses and to list those that are registered charities.

ACTION: clerk to contact DM Music with a request for the door to be closed during drumming lessons.

- **Tenancies**

Set a date for a meeting to discuss future charges using quantity surveying data.

DATE: Tuesday 29th April, 5.15pm

- **Heating**

Phoenix Aircon have been and serviced both sets of boilers for the Sessions House. Cottage boiler to be serviced by another engineer - waiting on a date for this.

ACTION: Clerk to follow up on this

- **Electrics**

Rob Morgan 31st March has fixed a new heater in the 2nd kitchen, fixed flickering hall light and replaced light fittings in the Court Room.

PAT testing for Room 7 has been completed.

- **Decorating**

In planning stage

- **Filming**

Wall to Wall Documentaries have been making enquiries about filming Real Cases here Sept/Oct. All other bookings for that time will be suspended if a date is secured.

- **Staff Leave**

Clerk leave – Apr 22nd - 25th week after Easter Bank Holiday weekend

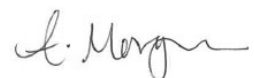
Caretaker leave – May 15th – 21st

Clerk leave – May 19th – 23rd

Note that Clerk & Caretaker both away 19th – 23rd May

Correspondence

None



Mrs Angela Morgan
Town Clerk

Next meeting: Wednesday 7th May 2025 5pm