MINUTES OF TROWSE WITH NEWTON PARISH COUNCIL

MANOR ROOMS COMMITTEE MEETING

Held at The Manor Rooms, The Street, Trowse on: Tuesday 10th February 2026 at 7.30pm

Present: Cllrs Gorman, Bowers, Cartner, Haynes, Mrs Marion Caitlin, Ms Antonia Coonan, Mrs Leesa Barrell, Mr Chris Bowers, Mr Lee Barrell and Kate Leggett (Clerk)

001 (001) ELECTION OF COMMITTEE CHAIR

Cllr Haynes nominated Cllr Gorman. Cllr Gorman accepted the nomination. Seconded by Cllr Bowers. All in favour. Cllr Gorman takes the Chair.

Cllr Bowers nominated Cllr Cartner as Vice Chair. Cllr Cartner accepted the nomination. Seconded by Cllr Gorman. All in favour.

002 (002) CO-OPTION OF VOLUNTEER COMMITTEE MEMBERS

Antonia Coonan's co-option was agreed.

Leesa Barrell's co-option was agreed.

Marion Caitlin's co-option was agreed.

Lee Barrell's co-option was agreed.

Chris Bower's co-option was agreed.

003 (003) APOLOGIES FOR ABSENCE

None received for this meeting.

004 (004) DECLARATIONS OF INTEREST AND DISPENSATIONS

None for this meeting.

005 (005) PREVIOUS MINUTES

As this was the first meeting of this committee, there were no previous minutes.

006 (006) COMMITTEE TERMS OF REFERENCE

To discuss and agree the new committee's terms of reference. Discussions took place about the draft ToR provided by the Clerk and amendments were suggested and agreed. **Clerk to action ahead of next meeting.**

007 (007) PUBLIC FORUM

None for this meeting.

008 (008) MATTERS ARISING

As this was the first meeting of the committee, there were no matters arising.

009 (009) BUILDING MATTERS

Chris Bowers took members through his and the other members of the building team role.

a) Required building works. Mr Bowers took members through what had happened to date with regards to getting quotes for the building repairs. Ahead of the next meeting he, Mr Barrell and Peter Schindler will go through the quotes received and decide on the specification which will be discussed and approved at the next meeting.

b) Fireplace investigations. This will be an ongoing project when time allows. It was thought that they could possibly be made a feature of the building but this is currently not a priority task. Mrs Caitlin expressed her interest in the structural/aesthetic elements of the building.
c) Water/drainage investigations. This item has been held over from the Manor Rooms Management Committee. A quote for work has been received for the sum of £640 +VAT. It was not decided whether the Charity will pick up this bill.
d) Shed re-site. Again this was not thought to be a priority task and decision as to where it would be relocated have not been made. Mrs Caitlin mentioned that there was a general lack of storage in the building and that this should be considered going forward.

<u>010 (010) FACILITIES/PREMISES UPDATE</u>

10.1

a) Current and future bookings. Ms Coonan took members though the upcoming bookings and events that are in the diary. This included the ongoing monthly rentals and the ad hoc bookings for throughout the year. The Manor Rooms website has a list of all the bookings and hall availability.

It was noted here that an oven would be arriving in the next few days to enable hirers to have more facilities during their bookings. This was thought to be particularly helpful to one hire that assists those with learning difficulties with how to live independently.

Mrs Caitlin stated that the winding up of the charity had meant that there was a sum of money of around £10,800 to be spent by the MRMC and a wish list has been created by them. Item such as a projector and screen, new blinds and a bottle fridge, alongside the new oven, had been included.

Currently weekly bookings include:

- Toddlers
- Pilates
- Karate
- Lapwings

Monthly bookings include:

- Chilli and Quiz night
- National Childbirth Trust

One off bookings include:

- Mother’s Day Bulb planting
- Wedding
- Summer Vibes 26 event
- Cycling club

b) Opening and closing arrangements. Ms Coonan is happy to continue with the majority of the opening and closing arrangements but late-night closing by her were not possible. Mrs Barrell and Cllr Bowers mentioned that late night locking could be arranged by them if/when necessary. It was thought that use of the WhatsApp group could be used to request help when needed. A list of those that have keys will be needed.

c) Fire alarm testing. It was noted that a fire alarm firm will be attending the building on the 20th February. Cllr Bowers was curious about previous reports as we want to make sure that any issues raised have been addressed.

It was thought that the Clerk was best placed to perform the required weekly test and she is happy to undertake this but needs to be trained on how to do it. It was thought that several people should be shown how to do it to ensure coverage. A new fish key may need to be sought as the current one has gone missing.

10.2

a) Transfer of utilities. A member of the MRMC will pass any utility information over to the Clerk so she can action getting the PC on the bills. It was noted that the Hall Booking app has been paid for the whole year.

b) Policy reviews. The members adopted the MRMC terms of hire. This had recently been updated. It was thought that there needed to be a separate policy for the hire of the outdoor space, should that be hired separately and for the upcoming wedding. **Clerk to action.** A brief discussion to place about the use of bouncy castles.

It was also thought that an environmental policy was need. **Clerk to action.**

c) Fundraising and marketing. Mrs Caitlin let it be known that she is a graphic designer and able to produce marketing material for the Manor Rooms and any planned events. Mrs Caitlin is also currently running the MR website. The Clerk gave information from a resident who had expressed an interest in becoming a “Friend of the Manor Rooms” and to raise money for the building. It was also noted that the gentleman who hires the building for weekly karate classes has made an offer to help with any repainting/DIY work needed. Mrs Barrell is to update the current list of helpers.

d) Insurance details. The Clerk shared information about changes to the policy that have been made since the building came back under the umbrella of the PC. Sums have been listed for contents and business interruption.

e) Shared drive. Members of the MRMC will share any files that are relevant to the PC business operations. A discussion took place about who set up and “owns” the google drive account. It was thought that Nicky Barnes had set the account up and that ownership should now be placed in the hands of the remaining MRMC members since Mrs Barnes has resigned.

f) Council training. The Clerk took those present though the details of training. It was thought that given the PC has had new members in recent months it would be prudent to get some full council refresher training to which all committee members would be invited.

<u>011 (011) EVENTS</u>

11.1

a) Discuss and agree actions pertaining to planned events.

i) Dates mentioned under item 10a

ii) An events checklist has been produced and has all event management activities listed. Volunteers will be needed for each event. Ms Coonan will undertake the risk assessment for events.

iii) More community events are being planned. Ms Coonan raised concerns over events being held at other venues and the need to remain competitive with them.

<u>012 (012) DATE OF NEXT MEETING</u>

Tuesday 10th March 2026 @ 7.30pm in the Manor Rooms.

Meeting closed at 9.36pm.

Decisions	Actions
Amendments to the Terms of Reference	Clerk
Garden Hire agreement	Clerk
Environmental Policy	Clerk
Utility Transfer	Clerk