



TAKELEY PARISH COUNCIL

Hall & Amenities Committee Meeting

Minutes of the Meeting held on Tuesday 10th March 2026 at 7.30pm at The Old School Community Centre

Council Members Present: Cllrs Samantha Moore, Jackie Cheetham, Helen Carter, Richard Ridley and Sue Sprules.

In Attendance: Jackie Deane (Clerk)

Item	
25/1	Election of Chairman Cllr Moore was proposed by Cllr Cheetham, seconded by Cllr Carter and duly elected as Chairman for the remainder of the civic year 2025-26.
25/2	Appointment of Vice Chairman Cllr Carter was proposed by Cllr Cheetham, seconded by Cllr Ridley and duly appointed as Vice Chair for the remainder of the civic year 2025-26.
25/3	Apologies for Absence None.
25/4	Declarations of interests Cllr Carter declared a pecuniary interest as she is the supervisor at the community café.
25/5	Public Representations None.
25/6	Terms of Reference A draft Terms of Reference was circulated ahead of the meeting and the Clerk gave clarification on the types of future amenities and developer contributions that might become part of the remit of this committee in the future. It was RESOLVED to adopt the Terms of Reference, with a recommendation to Full Council that the committee has delegated authority for expenditure up to £5,000 (proposed by Cllr Sprules and seconded by Cllr Carter).
25/7	Policies a) Noted –The policies adopted by Full Council on 14 th January for long-term community centre support for community groups are under the remit of this committee. b) Noted - The committee will be responsible for considering applications received on the new long-term grant and grant in lieu application form (see website). c) Noted – The Clerk will liaise with Cllr Carter regarding the support needed to enable the community café to become a separate organisation with its



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	own bank account.
25/8	<p>Works for Grant Applications</p> <p>Potential sources of funding could include the Stansted Airport community grant, which will be open again for applications from April.</p> <p>Priorities were agreed for works which would require grant funding as follows:</p> <p>1) Outbuilding - It was RESOLVED in principle to progress with works to provide an internal storage area within the outbuilding, and to obtain comparison quotes with a similar specification to the quote already received, to enquire about a suitable waterproof board/cement board, internal metal racking and an internal light (proposed by Cllr Carter and seconded by Cllr Ridley).</p> <p>It was further RESOLVED to seek quotes for remedial outbuilding roof repairs (proposed by Cllr Carter and seconded by Cllr Ridley).</p> <p>2) Kitchen improvements – It was RESOLVED to source quotes for additional kitchen cabinets, to fill the space once the small freezers are moved next to the small fridge (proposed by Cllr Cheetham and seconded by Cllr Carter).</p> <p>3) Deferred to a future meeting – to consider creating a separate self-serve refreshments area for hirers in the small hall.</p> <p>c) Deferred to a future meeting - acoustic panels in the main hall, to be included with other works in the hall.</p>
25/9	<p>Items for information and the Next Agenda</p> <p>a) To consider quotes for kitchen and outbuilding.</p> <p>b) To receive an update on sports field progress to date and potential expenditure for the remaining UDC grant</p> <p>c) To receive an update on agreed funding from developers.</p>
25/10	<p>Date of the next meeting</p> <p>The next meeting is scheduled for Tuesday, 21st April at 10am in the Old School Community Centre.</p>

Meeting closed at 11.14am.

Signed by the Chairman

Date