**Minutes of the Appleton with Eaton Parish Council Extraordinary Meeting at the Village Hall, Monday, 24th July 2017 at 7.00pm**.

Susan Blomerus – Parish Clerk – 27.07.17

**Present:** Mrs Susan Blomerus (Parish clerk), Mrs Liz Gilkes, Mr James Mansfield (Chairman), Dr Mark Richards, Mr Tony Sibthorp, Mrs Anna Yalci

1. **Apologies for absence:** Mr John Adams, Mrs Mary Carey
2. **Declarations of interest:** None
3. **Public questions and statements:**

Mrs Sara Murray, Chairman of the Appleton Village Hall, told the parish council that Mrs Rosie Taylor, Appleton Preschool Management Committee, approached her to discuss the possibility of providing an office space in the village hall. This was decided by the Appleton Preschool Committee after a recent Ofsted inspection identified a need for improved sharing of information and keeping up to date with paperwork.

Mrs Taylor, Mrs Murray and Mrs Agutter had a meeting at the village hall to look for a suitable space to have an office. Two possibilities were discussed, the back of the stage or the bar store area. The bar store area has a generous space and the bar generates a lot of money for the village hall. Mrs Murray discussed this with Mr Clanfield and it was decided there may be an opportunity to convert part of the bar store area into a one person office. There is no available space in the doctor’s office.

The village hall committee is currently fundraising for a new kitchen so whilst the preschool is valued the committee is unable to help financially. The Village Hall Committee has a building fund, but this is being used to repair the roof and windows over the summer. The budget for an office space will be approximately £5000. The village hall committee will be meeting in September to discuss this.

Mrs Taylor emphasised that it is important for the preschool to have this office space. As part of the management committee she is personally liable for the running of the preschool. The amount of paperwork required from Ofsted regarding safeguarding is immense. All paperwork needs to be kept secure. Having an office space will facilitate more communication between staff members and the committee members can be more involved. It would also improve the supervision of staff and organisation of paperwork and make the staff feel that they are in a professional environment with a computer and printer that is permanently set up. Mrs Debbie White, administrator, spends time setting up an office area and packing away. This amounts to three weeks of her time in a year just setting up and packing away.

Ofsted mentioned that not enough information was shared between staff regarding their key children. Writing this information on a board on the wall of the office will help the staff share information more easily.

Mrs Taylor was asked if the preschool has any surplus of money to help with the building costs. The response was that the preschool does not have any surplus money.

Mrs Murray was asked if the office space would be a hindrance if the preschool closes in the future. Mrs Murray said that any space in the village hall will always be used.

1. **Appleton Preschool:** It was resolved that the parish council will look into the option of loaning the preschool the money needed to make the alterations necessary to create an office for the preschool in the village hall in the space at the back of the bar area, in the current storage area. It was resolved to make the offer before the next Ofsted report which is due in November 2017. The preschool committee were asked to look into the possibility of seeking grants from other sources for this purpose in the interim.
2. **Matters for report:** None
3. **Date of the next meeting:** The next meeting of the Parish Council will be held on Monday 11th September 2017 at 7:15 in the village Hall.

***Meeting ended 7:34pm***