

MINUTES OF ALDERTON PARISH COUNCIL

KITCHEN COMMITTEE MEETING

Held in Alderton Village Hall on Wednesday 22nd July at 18:00

Present: Chair Chris Green (CG)

Committee members: Joanne Butler (JB), Annie Jessup (AJ), Diana Loughlin (DL), Tracy Last (TL)

Parish Clerk: Sue McCormack (SM)

Members of Public: None

	Item	Action
1	Apologies for absences: None	
2	Declaration of Interest: None	
3	To consider requests for dispensations: None	
4	Public participation session (15 minutes): No public present	
5	The committee discussed the terms of agreement and scope to put forward for the parish council to agree and decided upon: To advise the council on how to refurbish the village hall kitchen and obtain 3 quotes	
6	The committee discussed what the refurbished kitchen should look like and what is required to improve the ability to keep it clean, improve practicality and ensure the design complies with food hygiene standards. Summary of requirements: • No structural changes to walls or ceiling • Dishwasher (consideration will need to be given on who can use it) • New oven and cooker hood (gas would be useful for an electrical outage but issues around gas cylinder placement likely to prevent this) • Larger fridge • Replace open shelving with standard size kitchen cupboards • Kitchen cupboards to have flat front surfaces for ease of cleaning with wall cupboards to extend up to the ceiling • Replace door between hall and kitchen with a stable door • Replace floor with non slip surface • Replace tiles and redecorate • Replace worktop • Must have a separate hand washing basin • One and a half sink unit • Tall, lockable cleaning cupboard	

	Quotes will be obtained from B&Q, Wren and Howdens. A kitchen fitter will be found locally. Demolition of old kitchen will be carried out by residents to keep costs down. Kitchen cupboard contents may be stored in storage bins in the containers, the shed, or in the hall while the works are being carried out. Style required by suppliers in order to give accurate quote. Parish council to supply actual sum of money that has been put aside for this project.	CG to contact companies ALL to select style from the 3 suppliers
7	Date of next meeting will be set once the quotes have been received	

Meeting closed at 19:00

Sue McCormack
