

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Wednesday 16th September 2003 at 7.00 p.m.

Present: Mr. N. Poulton (Chairman) Mr. D. Stock
Mr. J. Meischke

1 Apologies for absence

Apologies for absence were received from Mr. Knight.

2 Declaration of interest

None.

3 Minutes of meeting held on 20th May 2003

The minutes were accepted and signed as a true record at the Parish Council meeting held on 11th June 2003.

4 Matters arising

None.

5 Showers

Mr. Meischke said that Turners had replaced the faulty pressure-control valve and the showers are now working well.

6 Cricket Club Building and sportsfield room

The Cricket Club building has now been completed. Mr. Poulton, Mr. Meischke and Paul Bunyan met on site to inspect the building and are happy with the quality of the build.

The Cricket Club have agreed to move the site-screens and chain them to the side of the building. Mr. Meischke to ensure that this work is carried-out.

Action: J. Meischke

Mr. Poulton and Mr. Meischke reported that the external cupboard is in a dreadful mess. Mr. Meischke spoke to Mick Roberts and asked that the Football Club and Cricket Club liaise to tidy it.

Mr. Meischke has agreed to lend his trailer so that rubbish can be taken to the dump.

Mr. Meischke to ask the Cricket Club to clear all their equipment from the changing rooms. Also, to ensure that any Cricket Club or Football Club equipment is removed from the small changing rooms.

Action: J. Meischke

Mr. Meischke to ask the Cricket Club to re-site the roller up by the Cricket Club building and ensure that it is secured with a lock and chain.

Action: J. Meischke

It was agreed to write to the Sports and Social Club to say that now the Cricket Club shed is completed and the Parish Council are happy with the quality of the workmanship, could they please supply us with a copy of their buildings insurance.

Action: J. Allsop

7 Gatepost on Sportsfield

Mr. Poulton said that every time the sportsfield gate is opened, the whole structure moves because the post is loose.

It was agreed to ask Mr. Smith to supply a quotation for the repair/replacement of the post. **Action: J. Allsop**

8 Trustee Insurance

The Trustees discussed the topic at length and agreed that for the time being they would not do anything about Trustee Indemnity Insurance. However, they would continue to monitor the situation.

The Trustees Insurance to be reviewed on an annual basis.

The Charity Assured Team at AON to be informed that we do not require their indemnity insurance cover.

Action: J. Allsop

9 Brackets in Main Hall

It was agreed that the brackets in the Main Hall are satisfactory, although they are unsightly.

10 Hire Charges

After discussion it was agreed that the following recommendation be made to the Parish Council.

Recommendation:

The Community Hall hire charges remain the same and a notice to this effect to be placed in the Parish News.

11 Summer Playscheme

The following letter was sent to Tilly Andrews EHDC on 15th September

‘The Parish Council would like to thank you for running the 2003 Summer Playscheme at the Community Hall, which they agreed was a great success and enjoyed by a lot of village children.

However, we enclose copies of three invoices relating to damage that occurred whilst the Playscheme was taking place. They are as follows.

- | | | |
|---------------------|--|---------|
| • Stevenage Glass | to replace broken window (including installing temporary perspex window whilst double glazing unit was being made up | £190.51 |
| • David Bunyan | to unblock disable toilet | £30.00 |
| • Sunstopper blinds | to repair broken blinds | £42.00 |

The amount charged to you on each of these invoices **excludes** VAT and total £262.51.

We have already received £100 deposit and therefore look forward to receiving your payment of £162.51.’

Mr. Poulton said that he had obtained a quotation of £156 plus VAT from Sunstopper blinds to recover the roll-down blinds on the emergency glass doors in the pavilion.

Mr. Meischke to investigate the cost of recovering the blinds ourselves.

Action: J. Meischke

12 Telegraph poles around car park

Mr. Poulton said that all but two of the telegraph poles around the car park are rotten and need replacing.

The cost of 8’ 6” railway-sleepers is £18 plus VAT, including delivery. He said we would need five railway-sleepers to replace the rotten telegraph poles.

Recommendation:

The Parish Council purchases 5 railway-sleepers from the excess money budgeted for the election.

Mr. Meischke to look for suitable fixings to anchor the railway-sleepers to the ground. **Action: J. Meischke**

13 Hedge cutting

Mr. Poulton said that Nick Whitehead’s price for cutting the sportsfield hedges is the same as last year (£320 plus VAT).

14 Roof Tiles and External Painting of Community Hall

It was agreed that Bob Adams had made an excellent job of the external painting of the Community Hall

Mr. Poulton said that three of the Community Hall roof tiles are missing and need replacing. David Bunyan is unable to carry-out the work for us. However, he suggested we contact ADL roofing in Hertford.

Mr. Poulton to contact ADL roofing asking them to replace the broken tiles. ADL to be asked to supply an additional 12 tiles because the tiles are difficult to get hold of.

Action: N. Poulton

15 Annual safety inspections

All safety inspections have now been carried-out (i.e. electrical, gas and fire equipment) without any problems.

16 Floor cleaning

It was agreed to obtain a quotation for the cleaning of the Community Hall floors from Care Group who have carried-out the work on previous occasions.

Action: J. Allsop

17 MPPA sign giving Sports and Social Club priority usage times

The MPPA sign giving Sports and Social Club priority usage times had been broken in two. Mr. Meischke will try and repair it.

Action: J. Meischke

18 Any other business

Mr. Stock said that the Badminton Club wanted to comment about the internal cupboard in the Main Hall. Often equipment is left in an untidy manor making it difficult to get the badminton equipment out.

Mr. Poulton, Mr. Stock and Mr. Meischke then inspected the cupboard and agreed that on this occasion it was in a reasonable state.

It was agreed to monitor the condition of the internal cupboard and take action as and when necessary.

- **The meeting closed at 1950.**
- **A date for the next Community Hall Trustees meeting was not set.**