

**Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Wednesday 6<sup>th</sup> July 2004 at 1930**

Present: Mr. N. Poulton (Chairman) Mr. I. Knight  
Mr. J. Meischke

**1 Apologies for absence**

Apologies for absence were received from Mr. Stock.

**2 Declaration of interest**

None.

**3 Minutes of the meeting held on 20<sup>th</sup> April 2004**

The minutes were accepted and signed as a true record during the Parish Council meeting held on Wednesday 9<sup>th</sup> June 2004.

**4 Matters arising**

• **Insurance cover note for the Cricket Club Shed**

Mr. Knight said that he would like to speak to Jon Taylor before writing to Rob Clayton (Chairman of the Watton-at-Stone Cricket Club) about supplying us with a copy of the insurance Cover Note for the Cricket Club Shed. **Action: I. Knight**

• **Cricket Club roller**

It was agreed, at the Parish Council meeting held on 9<sup>th</sup> June, to arrange for the roller to be moved to the Cricket Club shed.

• **Blinds in the Pavilion**

Mr. Poulton said that Sunstopper Blinds have repaired the broken blinds and fixed the high-level vertical blinds so that they cannot be opened. This required two site visits. The total cost of the work is £51.70, including VAT.

• **MPPA Floodlighting**

Mr. Meischke said that Harknett Street Lighting have now repositioned the MPPA floodlight that was shining directly into the back of Mr. and Mrs. Riddle's property at 132a High Street, illuminating their kitchen and living room. He said that he did not know if the work had been a success or not, because Mr. and Mrs. Riddle have not contacted him further about the floodlight.

• **Condition of internal storeroom**

Mr. Stock wrote a letter (via the Clerk) to Jim Keen and Dave Boddy asking them to help us resolve the problems of tidiness in the internal storeroom. Mr. Poulton said that since then he had been regularly inspecting the internal storeroom on Monday mornings and it has been kept in a tidy condition. He will continue to monitor the situation.

• **Cricket fixtures**

Mr. Knight sent the Parish Council's thanks to the Cricket Club for giving us its 2004 fixture dates.

• **6-monthly check of MPPA, Play Area on sportsfield and Community Hall equipment**

Mr. Poulton and Mr. Stock did the six-monthly check on the 22<sup>nd</sup> April 2004.

**5 Charity Commissioners Annual Report**

Mr. Poulton said that, for the second year running, he had had to ask the Charity Commission to supply us with duplicate copies of the Annual Return and Trustee Detail Update forms because we had not received the originals.

Mr. Poulton said that he had completed the forms. He asked Mr. Meischke and Mr. Knight to inspect the forms and agree the contents, which they did. Prior to the meeting Mr. Poulton posted the forms to Mr. Stock, who returned them with not comments.

The completed Annual Return 2004 and Trustee Detail Update Form 2004 to be sent to the Charity Commission together with the Watton-at-Stone Community Hall Trustees report and a copy of the accounts for the year ended 31<sup>st</sup> March 2004. **Action: N. Poulton/J. Allsop**

## 6 Use of the building by the Cricket Club

Mr. Poulton said that on 27<sup>th</sup> June Mr. Meischke phoned him to say that the Cricket Club had left the Community Hall facility in a disgusting state.

Mr. Poulton sent the following letter to Rob Clayton (Chairman of Watton-at-Stone Cricket Club) on 28<sup>th</sup> June, which he also copied to Colin Straker, Wilf Emsley and Ian Knight.

'I am writing to you to seek your support with the cricket club and the way they leave the Community Hall.

As you are aware this is a facility for all to use not just the Cricket Club hence our request that the cricket club do not leave their equipment in the changing rooms from one week to the next.

You might not be aware but our cleaner is on holiday this week so I volunteered to clean the Hall this morning.

I must say I was appalled at the state this building was left in after the cricket match on Sunday.

To list some of the things I found.

- All the toilet lights left on, the toilets not flushed and toilet paper over the floor including the disabled toilet
- Blinds left open
- Sunday newspapers and water bottles left lying around the Pavilion
- Bins not emptied in the kitchen, teapot not emptied and dirty crockery not cleared up and put away.
- Leaflets chopped up and left lying around.
- Internal doors left unlocked.

I am sorry to write in this vein and I fully appreciate that you pay for the hire of these facilities (via the Sports and Social Club) but I am sure you will agree that the items I have listed above are not acceptable.'

To date no response has been received or action taken.

Mr. Poulton said that the Cricket Club left the pavilion and kitchen in a similar state after use on Saturday 3<sup>rd</sup> July. On Sunday 4<sup>th</sup> July the pavilion and kitchen areas had to be tidied up by the organisers of the Community Hall service before it could be used.

Mr. Meischke said that Rose Brown visited him today to say that the Cricket Club had again left the facilities in a disgusting state after play on Sunday.

After discussion, it was agreed that Mr. Poulton and Mr. Meischke inspect the Community Hall on Monday 12<sup>th</sup> July at 0730. If the facility has been left in a bad state, Wilf Emsley (or if unavailable a senior member of the Cricket Club) to be brought down to inspect the facility prior to any cleaning taking place. A letter will then be drafted for approval at the Parish Council meeting to inform the Cricket Club that if there is not an immediate improvement in the situation, the Parish Council will have no alternative but to impose a sanction disallowing them the use of the pavilion and kitchen facilities until further notice.

**Action: N. Poulton/J. Meischke**

## 7 Repair to external gents toilet door

Mr. Poulton said that the external gents toilet door has not yet been repaired. The contractor who has agreed to do the work is going to apply a strong wood glue to the damaged area of the door before clamping and plating it. Mr. Poulton to chase.

**Action: N. Poulton**

Mr. Poulton said that the external gents toilet was being left locked until the door has been repaired.

Mr. Meischke said that it had been left open on Monday evening, during which time a mess had been made of the interior. Rose Brown cleared this up the following morning.

After discussion it was agreed that it was probably one of the Tennis Club members who had unlocked the door and neglected to relock it after use.

It was agreed, that before the gents toilets are opened again to the public, the walls should be re-painted to a height of approximately 6 feet. Mr. Poulton and Mr. Meischke agreed to do the work and purchase any paint and equipment required.

**Action: N. Poulton/J. Meischke**

## 8 Repair to brick wall

As reported at during the Parish Council meeting held on 9<sup>th</sup> June, a vehicle has demolished part of the car-park wall at the Community Hall (i.e. by the large metal gate leading into the sportsfield). Mel Bond has started to repair the wall but has not completed the work.

Mr. Poulton, Mr. Meischke, Mr. Knight and the Clerk inspected the retaining wall adjacent to the Community Hall. Several of the bricks on the top level need re-sitting or replacing.

Mr. Meischke to get a contractor to finish the repairs required to the car park brick wall and also to do repairs to the retaining wall adjacent to the Community Hall. **Action: J. Meischke**

## 9 Floodlighting

This item was reported on under 4, Matters arising – Floodlighting (on page xx of these minutes).

## 10 MPPA

Mr. Knight said that the surface of the MPPA (which is now over three years old) would need a professional pressure wash and moss kill. He said that several people in the village had been very satisfied with the work of Cambridge Courts.

He agreed to obtain quotations for pressure washing and moss killing, so that the cost can be included in the 2005/06 budget. **Action: I. Knight**

## 11 Summer Playscheme

It was agreed that prior to the start of the 2004 Summer Playscheme, Mr. Meischke and Mr. Knight to contact Jo Rodwell (Play Officer, Leisure Services, EHDC) to arrange a meeting with the leaders who will be running the scheme to ensure that they are properly trained for the job. **Action: J. Meischke/ I. Knight**

Mr. Poulton said that EHDC had previously provided this facility free of charge, but would now be charging a £1 daily entry fee to all young persons attending the 2004 Summer Playscheme. He said that in other areas of the country entry charges have always been made.

## 12 Update on new tennis court

Mr. Knight said that the Diocesan Surveyor had verbally informed him that the Glebe Committee approves the Parish Council's request for the lease of an additional piece of Glebe Land to allow an additional tennis court to be built.

The Trustees discussed the possibility of obtaining a larger piece of the horses' field and agreed that this would not be financially practical.

He then read out the following letter, which he proposed the Parish Council send to the Mrs Michelle Manders (Estates Secretary, Diocese of St Albans).

### **‘Additional Tennis Court - Glebe Land – Watton at Stone**

We have received advice by phone from the Diocesan Surveyor that the Glebe Committee approves the request from the Parish Council for the lease of an additional piece of Glebe Land to allow the construction of an additional tennis court.

You subsequently indicated in a phone conversation with Ian Knight that you would like confirmation of the size and location of the land so that a suitable lease agreement may be drawn up.

The size of the piece of land is confirmed as 16m x 33m (the size of a single tennis court with appropriate surround) and the location and orientation of the land is indicated on the attached plan.

It would be useful to have the Diocesan Surveyor confirm this suggestion on site.

We would appreciate information on the proposed cost of the additional lease and the duration of the proposed lease period. I suppose it would make sense for the duration of the lease period to be related to the lease period for the main piece of land leased from the Diocese, so that at that renewal the whole area could be incorporated into one agreement.

We would also appreciate knowing the likely cost of the legal work involved in drawing up the lease.’

A copy of the location and orientation plan is attached to these minutes.

**See attached**

### **Recommendation:**

The Parish Council writes to the Diocesan Board as outlined in Mr. Knight's letter above.

**13 Date and times on next meetings**

The Watton-at-Stone Community Hall Trustees will meet on the following dates.

- Tuesday 5<sup>th</sup> October 2004 at 1930
- Tuesday 4<sup>th</sup> January 2005 at 1930
- Tuesday 5<sup>th</sup> April 2004 at 1930.

**14 Any other business**

- **Sportsfield grass cutting**

Mr. Knight said that Watton Primary School is using a local grass contractor to cut their sportsfield.

It was agreed that an e-mail be sent to Mr. Clark asking him to obtain the name of the grass cutting contractor and to find out if Watton Primary School is happy with the service provided.

**Action: J. Allsop/C. Clark**

- **Sports and Social Club Fun Day on 25<sup>th</sup> July 2004**

It was agreed that the external toilets be unlocked for visitors during the Sports and Social Club Fun Day on 25<sup>th</sup> July 2004.

- **The meeting closed at 2020.**
- **The date for the next Community Hall Trustees meeting is Tuesday 5<sup>th</sup> October 2004.**