

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Wednesday 20th October 2004 at 1930

Present: Mr. N. Poulton (Chairman) Mr. I. Knight
Mr. J. Meischke Mr. D. Stock
Mrs. H. McCash

1 Apologies for absence

None.

2 Declaration of interest

Mr. Poulton said that the Community Hall Trustees are not covered by the Code of Conduct and therefore this does not need to appear on our agendas.

3 Minutes of the meeting held on 6th July 2004

The minutes (as amended) were accepted and signed as a true record during the Parish Council meeting held on Wednesday 14th July 2004.

The amendment was made on page 4, item 13, Date and times on next meetings.

- 'Tuesday 5th April 2004' changed to read 'Tuesday 5th April 2005'

4 Matters arising

• Insurance Cover Note for the Cricket Club Shed

As reported during the Parish Council meeting held on 13th October, Wilf Emsley had given the Parish Council a copy of the insurance Cover Note for the shed (which is valued at £50,000). The insurance also includes cover for public and employer's liability, personal accident, and £7,500 of cover for ground-machinery and the contents of the shed.

Note: The insurance schedule started on 23rd June 2004 and expires on 1st March 2005.

• Charity Commissioners Annual Report

As reported during the Parish Council meeting held on 6th July, Mr. Poulton has completed and signed the Annual Return and the Trustee Detail Update Form for 2004. These have been 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 31st March 2004.

• Use of the building by the Cricket Club

Mr. Poulton and Mr. Meischke inspected the Community Hall on Monday 12th July and found that it had been left in good order. Mr. Poulton said that the situation re the Cricket Club seems to have improved because no further problems were found during the rest of the 2004 Cricket Season.

• Repair to external Gents toilet door and painting of the interior

The repair work has done.

Mr. Poulton has painted the walls of the external Gents toilet to a height of approximately 6 feet.

• Repair to brick wall and gate

Mr. Meischke arranged for the car-park brick wall and the retaining wall adjacent to the Community Hall to be repaired. An invoice for the work has not yet been received.

Mr. Meischke said that the sportsfield gate had been repaired and re-hung. However, it does require further work to enable it to close properly.

• Summer Play-Scheme

As reported during the Parish Council meeting held on 8th September, the 2004 Summer Play-Scheme was a reasonable success. However, on the last day youngsters damaged some of the vertical blinds. Sunstopper Blinds have repaired the blinds and EHDC has agreed to pay for the work.

Sunstopper Blinds have now invoiced us for the repair work, the cost of which is £49.35.

EHDC sent us a deposit cheque of £100 before the start of the Summer Play-Scheme. It was agreed to reimburse EHDC less the repair work for the blinds, i.e. send them a cheque for £50.65. A copy of Sunstopper Blinds' invoice to be enclosed with the cheque.

Action: J. Allsop

5 Repairs to roof

As reported during the Parish Council meeting held on 13th October, the Community Hall has five broken tiles and 2 broken/missing air vents. Mr. Poulton has been given a quote of £100 for the repair work. It was agreed that this was an acceptable price.

6 Disabled toilet

The disabled toilet flooded and Mr. Bunyan had to be called out to do the necessary repair work.

7 Floodlighting

As reported during the Parish Council meeting held on 13th October, two floodlighting bulbs have been purchased from The Lamp Company at £55 each (plus VAT). Mr. Knight has asked Harknett Street Lighting to fit one of the replacement floodlighting bulbs.

Harknett Street Lighting will also be asked to alter the angle of the floodlights that point towards the Rectory, because they are shining directly into the building.

Mr. Meischke to contact Mr. Riddle to find out if he still has a problem with the floodlights illuminating the back of his house before any work is done. Mr. Meischke to contact Mr. Knight re the outcome.

Action: J. Meischke

8 Budget requirements

The Watton-at-Stone Community Hall Trustees require the following items to be included in the 2005/06 budget.

- **MPPA moss-killing and pressuring-washing of the MPPA surface**

Mr. Knight has obtained quotations for the moss-killing and pressuring-washing of the MPPA surface from the following contractors.

| | |
|-------------------------|-------|
| • Cambridgeshire Courts | £1250 |
| • IRS Leisure | £675 |
| • Doe Sport. | £800 |

Recommendation: The Parish Council accepts IRS Leisure's quotation and sets a budget figure of £700 for moss-killing and pressuring-washing of the MPPA. Also, that this work be scheduled to be done once every 18 months to 2 years.

- **Sportsfield Maintenance**

Mr. Knight said that the 2004/05 budget figure for sportsfield maintenance was £500. To date, we have spent £75 for permanent line-marking on the football pitch. He said that we should spend some money on improving the playing area of the sportsfield surface. The work done in 2003 comprised "earthquaking", reseeding and fertilizing which made a significant improvement.

Recommendation: The Parish Council sets a budget figure of £500 for improving and maintaining the sportsfield.

- **Replacement Seat**

It was agreed that replacing the seat that overlooked the MPPA would be a luxury item in terms of our budget and should only be considered if funds become available.

- **Electrical socket**

At the Parish Council meeting held on 13th October, it was agreed to ask Mr. Burgess to provide a quotation to install a power socket in the boiler-room. This was suggested by James Turner who did the annual safety-check of the heating system.

Mr. Burgess has provided a verbal quotation of £65.

Recommendation: Providing enough funds are available in the 2004/05 budget, the Parish Council instructs Mr. Burgess to install a power socket in the boiler-room.

9 Update on Tennis Courts

Mr. Knight said that he is still waiting for a formal response to our request to lease an area of land for an additional tennis court. He spoke with Mr. Poulton about contacting EHDC and has subsequently written to Tim Hagyard (in the Planning Department) outlining the proposals for the new tennis court and asking for a site meeting if appropriate.

All items concerning the additional tennis court to be invoiced to and paid from the Community Hall account, and the Sports and Social Club will then send a donation to reimburse the Community Hall accordingly.

At the Parish Council meeting held on 13th October, Mr. Knight agreed to obtain a letter from the Sports and Social Club agreeing to reimburse the Parish Council, via a donation (net of VAT), for all items related to the building of the new tennis court.

10 Hire Charges

- **2005/06 Hourly rate**

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

Recommendation: The Community Hall hire charges remain the same.

- **Sports & Social Club hire-charge**

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

Recommendation: The Sports & Social Club hire-charge to rise from £2000 to £2070 (an increase of just over 3.5%).

11 Village Halls and Children

The responsibility of the Parish Council and Community Hall Trustees concerning the protection of children was discussed at length.

Mr Knight said that organisations affiliated to the Sports and Social Club are required to sign a statement that they follow the Sports and Social Club Protocol on Child Protection and that they have appropriate insurance in place.

It was agreed that the Parish Council and Community Hall Trustees need not ask their regular or casual hirers to sign a similar statement.

12 Any other business

None.

- **The meeting closed at 2015.**
- **The date for the next Community Hall Trustees meeting is Tuesday 4th January 2005.**