

**Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees
held in the Community Hall on Tuesday 9th January 2007 at 1930**

Present: Mr. N. Poulton (Chairman) Mr. J. Meischke
Mr. I. Knight Mr. D. Stock
The Clerk (Mrs. J. Allsop)

1 Apologies for absence

None.

2 Minutes of meeting held 10th October 2006

The minutes were accepted and signed as a true record during the Parish Council meeting held on Wednesday 8th November 2006.

3 New Tennis Court

Mr. Knight said that the Field Archaeology Unit at Essex County Council will do its archaeological evaluation work this month.. The work required will be in accordance with specifications from the County Archaeologist.

4 Damage to the wall

The wall has been repaired by David Bunyan and the Clerk has sent a copy of his invoice to Allianz Cornhill for payment.

Mr. Poulton said that he thanked the police for visiting the Community Hall during the early evening of the day the wall was repaired to ensure that it was not damaged.

5 Review Insurance policies

This item to be discussed under item 12 - New Fire Regulations (on page 2 of these minutes).

6 Review outcome of advert

Mr. Poulton said that there had been a good response to the advertising of the Community Hall.

Mr. Stock said that new members had joined the Badminton Club and on busy nights this may result in the period of hire of the Main Hall being extended.

Sue Fuller is starting Yoga classes on Wednesday 10th January. She saw adverts for the Community Hall in Sainsbury's (Stevenage) and the Knebworth Post Office.

Mark Woodcock (fitness trainer) has booked the Community Hall for a period of ten weeks (starting at the end of March). He also saw our advert in Sainsbury's (Stevenage).

In addition, Toast (The Obesity Awareness and Solutions Trust) has booked the Community Hall on Tuesdays between 0930 and 1200 for a period of twelve weeks. They will use the Pavilion for the first session and from then on, depending on the up-take, will use either the Pavilion or Meeting Room. Watton Place Clinic is unable to accommodate Toast and Dr David Haslam recommended the Community Hall facilities.

7 Gas Inspection follow-up

James A. Turner, who did the annual boiler-service in November, is waiting for a replacement valve so he can repair a water leak in the system.

Mr. Meischke to chase James Turner.

Action: J. Meischke

8 Guttering

Mr. Poulton obtained the replacement guttering, free of charge, from Chas Lowe (Knebworth). He assisted Mr. Meischke in the fitting of the replacement parts.

Whilst doing the monthly-report in the rain on Saturday, Mr. Poulton noted that the guttering was working with no leaks.

9 External Doors to the Community Hall

Mr. Poulton and Mr. Meischke met Mr. Bunyan to discuss the requirements of a new external door to the Pavilion. Mr. Bunyan is able to repair the door and will do this before the end of the financial year

(31st March 2007). He is unable to give a quotation because he will not know how much work is required until he starts taking the door apart.

10 See-saw

The Community Hall has been successful in obtaining a grant of £3043 from the Hertfordshire Community Foundation for the full cost of installing a new see-saw on the sportsfield and making good the damaged safety-surface.

The work will be done before the end of January 2007.

11 Repairs to MPPA and Community Hall

James Hale has promised to do the external repair-work to the Community Hall and MPPA before the end of this week (12th January 2007). This work has been outstanding for several months.

If James Hale fails to do the work, Mr. Meischke knows someone else who can do it instead.

12 New Fire Regulations

Mr. Meischke has completed an on-line business fire-risk check list. Most of the form was straight forward. However, when he said 'No' to the question 'Have you asked your insurers for advice regarding the fire protection of your premises?', the following advice was given.

'Insurance companies employ fire surveyors who have experience of all aspects of fire safety including the installation and maintenance of sprinkler systems, automatic fire detection and alarm systems, fixed fire fighting installations etc and they are always happy to offer free advice on such matters.'

Other questions that he answered 'No' to were:

- Do we have an emergency plan in case of fire?
- Is the fire equipment tested weekly?

The following was agreed.

- The Trustees write to Allianz Cornhill telling them that we have completed a fire-risk check and asking them for their comments on the above quoted paragraph concerning advice on all aspects of fire safety relating to the Community Hall. **Action: Trustees**
- An evacuation policy (including location map) to be produced and attached to all Community Hall hire agreements signed by all hirers. **See attached**
- The fire equipment be tested monthly prior to the Parish Council meeting. **Action: Trustees**
- The Trustees to meet on Tuesday 6th March 2007 to discuss the Parish Council and Community Hall insurance policies and related matters.

The Clerk to copy both insurance policies to Trustees in advance of that meeting. **Action: J. Allsop**

13 Child Protection Policy

During the Parish Council meeting in November 2006, a Child Protection Policy Statement and a document entitled 'Safeguarding Children, Good Practice Guidelines, Watton-at-Stone Community Hall' was adopted by the Watton-at-Stone Parish Council and Watton-at-Stone Community Hall Trustees (copies of both documents are attached to the minutes of the Parish Council dated 8th November 2006). Mr. Poulton, who attended Basic Awareness Training in Child Protection and holds a CRB certificate, was appointed as the Child Protection Officer for the Watton-at-Stone Community Hall.

Letters were sent to all regular hires (Jim Keen, David Boddy and Louisa Bailey) and Ian Vosper (who trains children on the MPPA for tennis) informing them of the new legislation. They were given copies of our Child Protection Policy Statement, which it was suggested they adopt, and asked for the name of their appointed officer.

To-date Louisa Bailey and Ian Vosper have notified us that they are the appointed Child Protection Officers. Louisa Bailey has adopted our Child Protection Policy Statement and Ian Vosper has provided a copy of his and other associated documents.

14 Update on the Youth Club

13 volunteers have come forward to help with the running of the Youth Club. Adrian Thomson has been elected Chairman of the Management Committee.

The Youth Club hopes to open sometime in March and will use the Pavilion on Tuesday evenings. Ideally, they would like to have the use of the Main Hall. If this became available on Wednesday evenings they would book both facilities and change the Youth Club nights to a Wednesday.

15 Rosemary Brown – holiday

Rosemary Brown is going on holiday on 5th February and her last working day at the Community Hall is Friday 2nd February. She will return to work on Friday 2nd March.

Mr. Meischke was hopeful that he had found a temporary cleaner to cover the period of Rosemary Brown's absence.

16 Any other business

- **Main Hall - Line marking**

Mr. Stock said that the white-lining for the Badminton Court needs to be replaced and the yellow-lining removed completely.

Mr. Poulton to contact Wodson Park to have all existing line-marking removed and a new Badminton Court marked out.

Action: N. Poulton

- **The meeting closed at 2011.**

- **The date for the next Community Hall Trustees meeting is Tuesday 10th April 2007 (although there is the ad hoc meeting on 6th March).**