

**Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 3<sup>rd</sup> July 2007 at 1930**

Present: Mr. N. Poulton (Chairman) Mr. J. Meischke (after 1955)  
 Mr. I. Knight Mr. D. Stock  
 The Clerk (Mrs. J. Allsop)  
 PC Andy Woodward and PC Neil Dyton (both until 1945)

**1 Apologies for absence**

None.

• **Police visit**

PCSO Andy Woodward and PCSO Neil Dyton discussed installation sites for the East Herts Council mobile camera over the summer holidays. They agreed to locate the camera in an appropriate locality in the vicinity of the Community Hall.

PC Andy Woodward agreed to attend either the September or October Parish Council meeting.

The Parish Council is considering changing the day on which it meets. PC Andy Woodward to be given the dates for the September and October meetings after the Parish Council has agreed the dates at its July meeting.

**Action: J. Allsop**

PC Andy Woodward and PC Neil Dyton left the meeting.

**2 Review of minutes held 10th April**

The minutes were accepted and signed as a true record during the Parish Council meeting held on Wednesday 9<sup>th</sup> May 2007.

**3 New Tennis Court – update**

Mr. Knight said that he is still waiting for a letter from Alison Tinniswood (County Archaeologist) concerning the archaeological survey and the implications regarding changing the orientation of the court by 90%, the application for a new Tennis Court can then be submitted to the planning department at East Herts Council.

**4 Guttering**

As reported at the Parish Council meeting held on 13<sup>th</sup> June, the low-level guttering on the car-park side of the Community Hall keeps getting damaged, partly because of vandalism and partly due to footballs being kicked onto the roof. If the guttering is not replaced, then the fascia boards will rot and this would affect the stability of the roof.

Two quotations were obtained and it was agreed that if we are successful in securing funding from Circle Anglia, that we accept City Roofing's quotation of £985 for replacing the plastic guttering with cast iron (on the car-park side only).

Mr. Poulton said that Circle Anglia have agreed to pay for the work on one condition, that they employ their own contractors to do the work. Mr. Poulton had a site meeting with Mr. Burt Shrier (Circle Anglia Contracts Manager) who took measurements of the guttering required. No installation date has been set yet.

**5 External Painting**

During the Parish Council meeting held on 13<sup>th</sup> June, it was agreed to accept Robert Adams' quotation of £240 for the following work.

Window, doors and frames on the Church-side wall of the Community Hall, facing the sportsfield only:

Clean and lightly rub down and apply two coats of Sadolin Extra

The Clerk to contact Robert Adams to ask him to avoid doing the work during the school holidays.

**Action: J. Allsop**

**6 Cricket Club storing items in the changing rooms**

Mr. Knight e-mailed Martin Tipper (Cricket Club) on 18<sup>th</sup> June asking him to arrange for the removal of the cricket equipment stored in the small changing room. However, to-date this has not been done.

After discussion, it was agreed that Mr. Knight should e-mail Martin Tipper (copying Robert Clayton and Wilf Emsley) asking him to organise for the small changing room to be cleared before the Parish Council meeting on 11<sup>th</sup> July. If this does not happen, the Community Hall Trustees will recommend to the Parish Council that the Cricket Club be charged for storage as it prevents the room being used by a potential hirer, with subsequent loss of income.

**Action I. Knight**

## 7 Safety-Surface

Wicksteed Leisure Limited have completed the repair work to damaged safety-surface at the side of the run-off to the slide on the multi-play equipment.

East Herts Council have agreed a grant of £740, towards the total cost of the work.

On receipt of invoice of £1484.70 plus VAT, a grant claim to be submitted to Claire Pullen, Community Planning and Partnerships Manager at East Herts Council.

**Action: J. Allsop**

Mr. Poulton said that there are two areas of extra damage to the safety-surface under the multi-play equipment. Around the red fireman's pole and the red steps. The contactor who did the previous repair work on behalf of Wicksteed Leisure Limited was T. C. Sports & Leisure Limited. It was agreed to ask them to give us a quotation for the repair to these areas.

**Action: J. Allsop**

## 8 Acoustics for Sports Hall

Mr. Poulton said that Mrs. McCash's contact for a solution to the acoustics problem in the Main Hall has provided an estimate to make and install nine panels on each side of the hall. The work would cost approximately £2000.

Because the Trustees are uncertain how the panels will be fitted to the wall and their potential effectiveness, it was agreed to ask Mrs. McCash to arrange a site meeting with her contact this autumn.

**Action: N. Poulton/H. McCash**

Mr. Poulton said that all the acoustic supplies he had contacted charged for providing estimates.

Mr. Stock said that the acoustics at the University of Hertfordshire's badminton courts is excellent.

## 9 Donation of a seat on the Sports Field

Mr. and Mrs. Milman (37 Rivershill) would like to donate a seat in memory of their son who died less than a year ago. They would like the seat to be located on the sportsfield.

Mr. Poulton has given them the Glasdon UK Limited's brochure and informed Mr. and Mrs. Milman that the seat would need to be installed on a concrete base. The total cost will be in the region of £600. If the Parish Council agrees to another memorial seat being sited on the sportsfield, once installed, they would take over its maintenance and insurance.

**Agenda: PC07/07**

## 10 Update on Sports and Social Clubs proposal for more facilities

Mr. Knight said that we are waiting for a response from the Diocesan Board before this item can progress further.

## 11 Other Business

### • No Smoking Signs

Mr. Knight has supplied the appropriate 'No smoking' signs and Mr. Poulton has put them up in the following locations.

- Changing rooms doors
- Main Hall
- Pavilion
- Meeting room.

It was agreed that additional signs should be made and put up on all external doors.

**Action: I. Knight/J. Allsop**

### • Insurance

The errors in the insurance policy with AON Limited have at last been resolved.

Mr. Poulton read out the following e-mail dated 18<sup>th</sup> June from Clare Home of AON Limited.

'We have been advised by the insurers to tell you the following:-

1. In respect of Money there is cover but we are not covering the extension for Money in Meters. The premium being charged is currently for the standard limits under the policy as follows:  
 Money in transit, in the hall during business hours or in bank night safe of £1,000  
 Money in locked safe out of business hours £500  
 Money out of safe out of business hours £250  
 Money in homes of officers, members or employees £350  
 Money at exhibitions and/or fetes £350
2. We would not normally itemise the items insured under Section 2 - Item 1 Machinery and All Other Contents but had requested that they do an inventory of items so that we could insure the correct value under this Item. We do not intend itemise all the individual items due to their values.

We trust that this clarifies matters. If you have any further queries, you can contact Allianz Direct on 0845 0719191.'

Because there is no insurance cover for money in the floodlighting coin-meter box, it was agreed that we need to continue to ensure that it is emptied on a regular basis.

- **Fire service**

Fire Protection Services have carried out the annual inspection and issued a Fire Certificate.

If we are concerned about any fire safety risks, John Handley (Fire/Health and Safety Consultant) is available to offer guidance on fire safety law and guidance. It was agreed to keep his contact details on file.

- **Moss Kill and Pressure Wash**

Mr. Knight said that the MPPA needs to have the recommended pressure-wash and moss-kill and this should be arranged to be done in September.

This item to be placed on the agenda for the Parish Council meeting in July.

**Agenda: PC/07/07**

- **External cupboard Mezzanine floor**

Mr. Knight said that the Football Club would like to install a mezzanine floor on the rear half of the external cupboard at a height of approximately six feet.

Safety issues were discussed by the Trustees and the possible need for a fixed ladder to allow access to the mezzanine floor.

Mr. Knight to ask Trevor Blackin (who was involved in the original design of the Community Hall) if he would be willing to give safety advice to the Community Hall Trustees including drawing-up appropriate plans.

**Action: I. Knight**

This item to be placed on the agenda for the Parish Council meeting in July.

**Agenda: PC/07/07**

- **Damage to high level window**

Mr. Stock said that one of the high-level windows on the meeting room side of the building is damaged. The Trustees inspected the window and agreed that there was a small crack but no action is required at the present time.

- **Main Hall**

Mr. Stock reported that three lights are out in the Main Hall. A scaffold is required to replace these high-level strip-light. It was agreed that the present lighting level is sufficient and no action is required at this time.

Mr. Stock said that some of the yellow tape marking the netball court has come away leaving a very slight sense of a ridge but the area is not tacky. It was agreed that Mr. Stock could take up a 30 cm area of strip in one of the corners of the court and monitor the situation.

- **Bank signatories and COIF fund**

Mr. Meischke proposed that the Watton-at-Stone Community Hall Trustees formerly adopt the following minute from the Parish Council meeting held on 9<sup>th</sup> March 2005.

- **Bank accounts**

Mr. Filer said that further to the resolution that the Parish Council made during its meeting on 9<sup>th</sup> February 2005 to change its banking from the Co-operative Bank to the Alliance and Leicester, five signatories need to be agreed. He suggested they should be Mr. Poulton, Mr. Meischke, himself, the Clerk and either Mrs. Dinnin or Mr. Knight.

After discussion, the Parish Council resolved that the new Alliance and Leicester accounts have the following signatories.

- Mr. N. C. Poulton
- Mr. J. Meischke
- Mr. D. E. Filer
- Mr. I. E. Knight
- The Clerk – Mrs. M. J. Allsop

The agreed signatories all signed the relevant Alliance and Leicester account application forms.

Mr. Poulton seconded the motion and Mr. Stock and Mr. Knight were in favour..

The new COIF account to be opened using signatures from the above.

- **The meeting closed at 2035.**

- **The date for the next Community Hall Trustees meeting is Tuesday 2<sup>nd</sup> October 2007**