

**Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees
held in the Community Hall on Tuesday 1st April 2008 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 Review of minutes held on Wednesday 2nd January 2008

The minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 15th January 2008.

3 Matters Arising

None.

4 Acoustics for Main Hall

Mr. Poulton said that he was at a loss to know what to do about the acoustics for the Main Hall.

Mr. Eddie Turner (Prism Displays) has been contacted on numerous occasions, but still not arranged to deliver the free-standing acoustics panels to the Community Hall and was not willing for Mr. Poulton and Mr. Meischke to collect them.

Although it was felt that Mr. Turner appeared to be disinterested, it was agreed that Mr. Poulton should contact him once again to determine whether or not this is the case.

Action: N. Poulton

5 New Tennis Courts

Nothing to report

6 Security Camera

Following discussions during the Parish Council meeting held on 15th January 2007, it was agreed to shelve the idea of installing CCTV at the Community Hall for the time being, but to keep the current estimates on file.

7 Closure of High Level Windows

Mr. Poulton said the repair work to the window-closure system in the Main Hall is due to be done tomorrow (2nd April).

8 Replacement of lighting tubes in Main Hall

The replacement strip lights will be installed at the same time as the repair work to the window-closure system in the Main Hall is done.

9 Heating

Mr. Poulton said that approximately one month ago a slow-leak in one of the radiators in the Meeting Room was noted and Mr. Meischke tightened the lose joint to stop it. Shortly after it was noted that when the heating was on, the Pavilion remained warm but the Meeting Room was cool and the corridor area very cold.

Turners have now fixed the heating problem, which was due to an air-lock in the system. The rubber washers in the taps needed replacing and Turners said that they had lasted well considering they had not been replaced since the system was installed over 10 years ago.

10 Pavilion exit doors

Mr. Meischke asked Brian Bunyan to inspect the Pavilion doors onto the sportsfield. The current design of the doors and use of soft wood was not a good choice, especially as they are south-facing and get heavy exposure to the sun.

Brian Bunyan has supplied two quotations for making replacement doors.

- Soft wood £496
- Hard wood £682

Plus £285 for fitting the doors.

The lower glass panel will be replaced by ¾ inch marine plywood to make the doors more rigid.

Mr. Poulton to apply for a 50% grant from East Herts Council .

Action: N. Poulton

Recommendation:

The Parish Council accepts Brian Bunyan’s quotation for supplying and fitting replacement doors in hardwood.

The Trustees inspected the blown panes of glass and agreed that they did not need replacing at this stage.

11 Insurance up-date

During the Parish Council meeting in March, it was agreed to accept Zurich Village Hall Plus Group’s quotation for insuring the Community Hall as from 1st April 2008. The policy has better cover for a smaller insurance premium.

12 List of regular hall bookings

Mr. Poulton handed out copies of the list of regular hirers, which shows a recent improvement in bookings.

- **Lock for storage cupboard**

During the Parish Council meeting held in February, it was agreed that the Main Hall internal store-cupboard used by regular hirers should be kept locked and the Clerk to add a key to each of the Main Hall-key rings for hirers who needed access to the cupboard.

Jim Keen has complained that although the cupboard is locked his mats are getting damaged/disturbed.

After discussion it was agreed that all regular hirers who are provided with a key to the internal store-cupboard should sign an agreement that they cannot use any of the equipment stored without prior consent from the Community Hall Trustees.

Also, that the casual hire agreement be modified accordingly.

Action: N. Poulton/J. Allsop

Mr. Poulton agreed to regularly inspect the condition of the internal store-cupboard to try to identify when a problem arises.

Action: N. Poulton

13 Line markings in Main Hall

Mr. Poulton said that appreciation was due to David and Janet Stock, Mr. Vernon Dunhill and Mrs. Debra Freeman who together removed the old Badminton court lines and laid new ones.

14 New bench on Sports Field

Mr. and Mrs. Milman (37 Rivershill) have installed the Memorial Seat in memory of their son on the agreed site between the two evergreen trees with a view over the sportsfield. Mr. and Mrs. Milman have agreed to be responsible for the maintenance of the seat.

The Clerk to include the seat on the Parish Council’s insurance policy.

Action: J. Allsop

15 Roof repairs

As reported during the Parish Council meeting in March, City Roofing have fitted the black PVC Angled Verge covers and made the necessary repairs to the Community Hall roof.

16 Any Other Business

- **New brackets in the Main Hall**

Mr. Stock noted that new brackets had been installed on the end wall to replace existing brackets. The Clerk said that Dave Boddy had told her he wanted to install new brackets and she had informed him that he would need to contact the Trustees before any work was done. It would appear no such consent was given.

- **Fire-exit plan**

It was agreed that copies of the fire-exit plan should be put up in the Community Hall building.

Mr. Stock agreed to modify the plan to add appropriate colours to highlight the fire-exits (green) and fire-extinguishers (red) and then print six copies and give them to Mr. Knight.

Action: D. Stock

Mr. Knight agreed to laminate the 6 copies of the fire-exit plan.

Action: I. Knight

Note: Mr. Poulton has now posted these notices in the Community Hall.

- **The meeting closed at 1757.**

- **The date for the next Community Hall Trustees meeting is Tuesday 8th July 2008.**