

Minutes of the meeting of the Wotton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 3rd April 2012

Present: Mr. Nigel Poulton (Chairman) Mr. John. Meischke
Mr. Ian Knight The Clerk (Mrs. Jane Allsop)

1 Apologies for absence

Apologies for absence: Mr. David Stock.

2 Minutes and report of meeting held 10th January 2012

The minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 17th January 2012.

3 Report on Oak Tree on Sportsfield

At the March Parish Council meeting, it was agreed to seek permission from Malcolm Amey (East Herts Council) for the following work, as outlined by C-Trees, to the Oak tree on the sportsfield.

15% crown reduction by radius, plus deadwood removal, plus bracing.

This option involves removing 1.5 – 2 metres from each branch, distributed around the crown according to crown weight and removal of all deadwoods (from late July to early September) and the installation of non-invasive Cobra bracing (in November to March).

Permission for the work has now been received by East Herts Council .

Recommendation: The Parish Council, via the Diamond Jubilee Committee, rope off the area around the Oak tree before the Jubilee picnic on Sunday 3rd June.

4 Bench by MPPA

Mr. Knight said that he and Mr. Smith have inspected the bench under the Oak tree and were both of the opinion that once the work to the Oak tree has been completed, there would be no reason why the bench does not stay where it is. Mr. Knight said that the bench could be temporarily moved until the work to the oak tree is completed.

This item to remain on both the Parish Council and Community Hall Trustees agendas. **Agenda: 04/12**

5 Insurance claim for boiler leak

The Clerk said that Norris and Fisher have confirmed receipt of the insurance claim form, which they have forwarded to Ansvar. If the insurance claim is successful, an excess of a £100 will apply.

The water leak from the boiler caused damage to a thermostat and to the gas fired water heater. James Turner Limited completed the repair work at a cost of £749.44 plus VAT.

6 Replacement heating control thermostat and toilet cistern

As reported at the February 2012 Parish Council meeting, the ball valve in the ladies toilet seized and water was overflowing into the shower of the referees changing room. However, the shower was full of equipment used by Beane Valley, who are currently using this room for storage. James Turner Limited fitted a new cistern, which now overflows down the toilet pan and an isolation valve.

It was agreed to ask James Turner Limited to quote for installing isolation valves to the other four toilets, if they have not already been fitted. **Action: N. Poulton/J. Meischke**

One of the heating system timing controls failed and was replaced whilst James Turner was on site repairing the toilet. All three heating controls have died within a fairly short timescale due to their age.

7 Visit by James Turner Limited

Mr. Poulton said that Mark (James Turner Limited) will be visiting the Community Hall on Tuesday 17th April to explain to Mr. Poulton and Mr. Meischke exactly what the switches and pipes in the internal storeroom do and any other items concerning the central heating, hot and cold water systems.

Action: N. Poulton/J. Meischke

8 Outside Gents Toilet

During his visit on 17th April, Mark (James Turner Limited) to be asked to quote for the removal and disposal of all the white goods in the gents outside toilet.

Mr. Meischke said that if James Turner Limited are unable to dispose of the urinal, he would arrange to do this. **Action: J. Meischke**

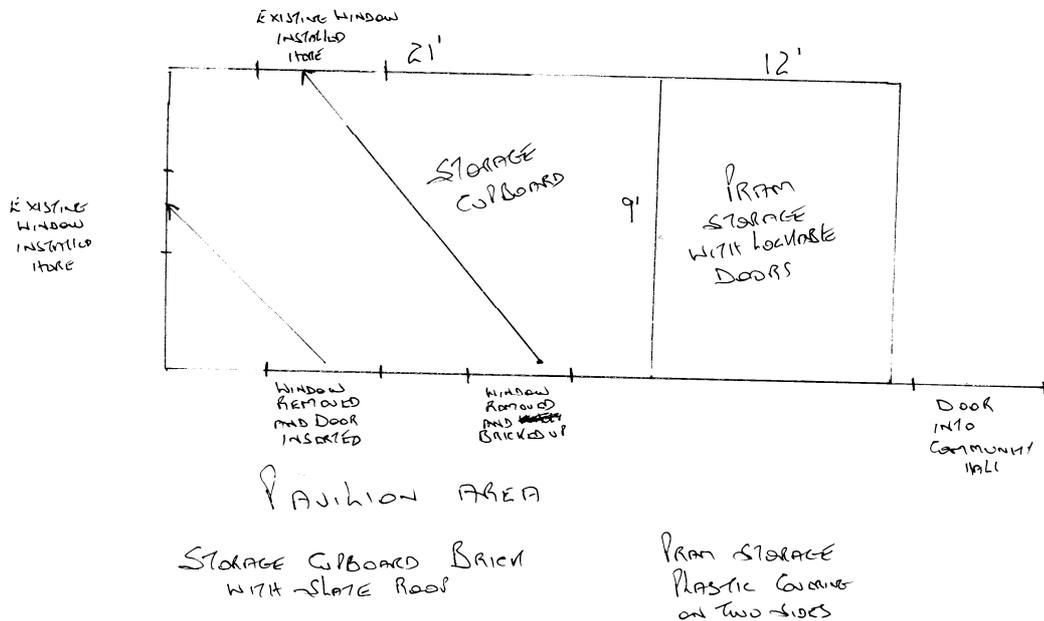
9 New Flooring for Sports Hall

Mr. Poulton said that he and Mr. Stuart Storey are responsible for the running of Wodson Park. He spoke to Mr. Storey about the Community Hall Trustees wanting to replace the sports hall flooring with a multi-use flooring that allows the use of table and chairs on it as well as ladies high heeled shoes. Mr. Storey has agreed to speak to his brother-in-law, who is the former Managing Director of Altro flooring, about suitable replacement flooring. The existing flooring in the sports hall is from Altro flooring.

Mr. Meischke said that he had been in contact with Tim Ellis of Equinox who had promised to supply flooring samples, but had to date had failed to do so.

10 Storage and pram extension for Community Hall

Mr. Poulton said he had met with Trevor Blacktin, who was involved with the original building of the Community Hall, to discuss the building of an additional storage room and pram-store for the Community Hall. He showed both Mr. Meischke and Mr. Knight the rough plan for building a storeroom on the main entrance side of the Community Hall. The pram-store would be nearest to the main entrance and would be built of a clear acrylic material. A brick built storeroom would be adjacent to this and access would be via the Pavilion. The two existing windows on this side of the Pavilion would be relocated into the new storeroom and a doorway access made. See plan below.



Mr. Poulton to be in contact with Trevor Blacktin to obtain estimates for the cost of these extensions for budget purposes.

Action: N. Poulton

11 Painting Kitchen

Mr. Poulton said that the painting of the kitchen would need to take place during the summer holidays. He asked the Clerk to supply him with the Community Hall bookings during this period when they are available and to inform Mr. Adams accordingly.

Action: J. Allsop

12 New Play Equipment on Sports Field

Hannah Brownlow is to present the proposals of the Watton-at-Stone Playground Working-Group to Parish Councillors during an informal meeting on Monday 23rd April at 2000 in the Community Hall.

13 Licences for live and recorded music

At the March Parish Council meeting, it was reported that the Community Hall would need to have two separate licences. One for recorded music and the other for live music instead of a combined one.

PRS for Music have changed their mind and granted the Community Hall a combined live music and recorded music licence at a cost of £153.25.

A copy of the music licence to be sent to all regular hirers.

Action: J. Allsop

14 List of odd jobs that need attending to in & around the Community Hall

Mr. Poulton reported on the following jobs that need doing in and around the Community Hall.

- **Air vent**

Two door air vents need replacing. The Clerk to order two new air vents.

Action: J. Allsop

Adrian Thompson to be instructed to fit the new vents when they arrive.

Action: N. Poulton

- **Window beading**

Wood beading around the window glass is dropping down exposing nails and needs to be re-fixed.

- **External woodwork**

There are nails protruding from some of the woodwork which need removing

- **Lock on external unisex toilet**

The lock on the external unisex toilet needs refitting.

- **Toilet roll holders for unisex toilet**

The toilet paper holders in the unisex toilet need removing and the new toilet roll holders need fitting.

Adrian Thompson to carryout the jobs identified above.

Action: N. Poulton

- **Family fun days**

Mr. Poulton said that he had today received a request for the use of the sportsfield from Tracey Birks, who is a member of the Methodist Church. She wants to hold two family entertainment days during the summer holidays and is applying for a grant of £1,000 from East Herts Council for these family fund days. Half of this money would be spent at an event in Hertford and the other half in Watton-at-Stone. The events would start at approximately 1130 until late in the afternoon and will include activities such as:

- arts and craft table for little hands,
- Olympic fancy dress for all ages,
- wellie-wanging,
- tug of war,
- crazy Olympic torch,
- bowling,
- information on local bird watching,

They will also supply gazebos, tables and chairs for the event.

15 Chairman's Trustee's Report

Mr. Meischke and Mr. Knight were given a copy of Mr. Poulton's Trustees report for the year 2011/12, which they approved.

This report will be presented at the Annual Parish on Tuesday 15th May 2012.

- **The meeting closed at 1435.**