

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Saturday 27th February 2016

Present: Mr. John Meischke (Chairman) Mr. David Stock
 Dr. Emma Waltham Mr. Michael Smith
 The Clerk (Mrs. Jane Allsop)

1 Apologies for absence

Apologies for absence: Mr. Ian Knight

2 Minutes of meeting held 24th November 2015

At the Parish Council meeting held on 15th December 2015, the Trustees approved the minutes of their meeting held on 24th November 2015.

3 Report on items resolved since the August 2015 Trustees meeting

The following items concerning the Watton-at-Stone Community Hall Trustees have been resolved and were discussed at Parish Council meetings since August 2015.

- **Installation of new wall of windows in the Pavilion**

The new wall of windows in the Pavilion has been installed and looks very good. It was agreed that the choice of colour of the obscured high-level panels was in keeping with the building. The installers (Stanley J Murphy Limited) have completed their post installation snag report.

- **Pavilion blinds**

The two window blinds have been reinstalled on the new wall of windows and two new door blinds have been fitted.

- **Child-safeguarding**

The Parish Council approved the Trustees recommendations that Mr. Stock's proposal and text be added to the Community Hall hire agreement under the heading of Child-Safeguarding.

'It is of primary importance to the Nigel Poulton Community Hall Board of Trustees and to the Watton-at-Stone Parish Council that children are safe, and their welfare and well-being are maintained, during the periods in which they are involved in the use the Nigel Poulton Community Hall. This is so they can have a positive and enjoyable experience in a child-centred environment and be protected from any form of abuse, regardless of their age, gender, ethnicity, disability, sexual orientation, socio-economic background, religion or beliefs.

With these objectives in mind, we remind everyone who hires Nigel Poulton Community Hall for an event that involves children (e.g., club nights, children's parties) that they have and accept the responsibility of ensuring that children are safeguarded at all times while using the Community Hall and its facilities.'

The Clerk has:

- Amended the 'Agreement for the Community Hall hirings' accordingly and upload it to the Watton-at-Stone website.
- Asked all current hirers to sign the revised agreement.
- Removed the current (old) Child-Protection Statement and Child-Protection Guidelines documents from the Watton-at-Stone website.

- **Annual safety inspections**

The annual safety inspections for fire, electricity (including PAT testing) and the boiler servicing have all been successfully completed. The boiler inspection confirmed that the gas fired water heater can no longer be repaired if it breaks down. All three boilers are now over 20 years old.

- **Kitchen Draws/ china and cutlery**

Mr. Meischke has repaired the kitchen drawer and the Clerk has purchased 36 economy teaspoons.

The Trustees have purchased from Christine Grant, a large amount of cutlery, glasses and plates from the former Papillion restaurant for a total cost of £50.

- **New mat for changing room corridor:** A new mat has been installed.

- **Rainbow multi play and slide**

Mark Blacktin has replaced the delaminating sections of plywood on the Rainbow multi-play and slide with recycled plastic sheeting purchased from Kedel Limited.

- **Outside toilet door**

Mark Blacktin has repaired the self-closing mechanism on the outside toilet door as it was not closing properly and therefore the light was remaining on.

- **Purchase of 22 new chairs and 2 child height tables**

The Trustees have purchased 22 child seats and 2 child height tables. This is being funded from the New Homes Bonus Funds.

- **Cleaning**

Mr. Meischke said that we are still having problems with Total Contract Cleaners. The hall was not cleaned at all on Monday 15th February. Simon Hargood showed a female employee round the hall while Mr. Meischke was present and was informed that this women would be doing the weekly cleaning at the Community Hall from now on. However she failed to turn up on her first week and on Monday 22nd February, although she cleaned the hall, she failed to sweep the footpath around the Community Hall. Simon Hargood did e-mail the Clerk to say that he had been away on holiday and the new cleaner had failed to pick up the keys from his offices. However to date, he has not replied to the Clerk's e-mail concerning the lack of sweeping around the Community Hall.

Paula Cross, who recently hired the Community Hall, informed the Clerk that she had set up her own cleaning business in the village. The Clerk to give Mr. Meischke Paula Cross's telephone number.

Action: J. Allsop

4 Report on Friends of The Nigel Poulton Community Hall

Mr. Meischke said that six volunteers have come forward to be Friends of The Nigel Poulton Community Hall. Namely: Peter Doolan, Ann Poulton, John Waring, Philip and Carole Moore and Rosemary Brown.

The Trustees were disappointed that none of these people came forward as a result of the flier that was inserted in the February issue of the Parish News.

5 Report on Survey

Mr. Meischke thanked Mr. Stock for all the hard work he had put into producing 'The Nigel Poulton Community Hall survey'. A copy of the survey is available on the Watton-at-Stone website and a notice to this effect has been placed on the Parish Council's Facebook page. Notices have also been put up around the village and Mr. Meischke has made some hardcopies of the survey available in some of the village shops. A copy of the survey will also appear in the March issue of the Parish News.

6 Report on roof

Mr. Meischke asked Mr. Smith to report on the repair to the roof.

Mr. Smith said that he had instructed P J. Andrews to supply and fit a plastic coated galvanised steel roof at a cost of £5,700 plus VAT. As reported at the January Parish Council meeting, the surface of the roof is pressed out to look like roof tiles and will be supplied in a colour to match the other existing roofs. The materials should be delivered to Blue Bury Contractors within the next two weeks. Battens will be installed over the existing roof and the steel roof fitted on top. The height difference will be little more than an inch. Mr. Smith did ask if the existing roof tiles could be removed, however the existing battens could not be used as the spacing requirements are different and the roof might also need to be relined, making it a more lengthy and costly procedure, which might also disturb existing hirers.

The roofing contractor to be asked if he could repair the broken capping on the changing room roof.

Mr. Meischke to show Mr. Smith where the broken capping is so he can show P. J. Andrews.

Action: J. Meischke/M. Smith

7 Sports Hall floor

Mr. Meischke asked Mr. Smith to report on his investigations into temporary floor covering to protect the Main Hall floor from damage from items such as high heeled stiletto footwear, tables and chairs. The floor covering would be needed for the village conference booking later this year. But could also opening the Main Hall up to other hiring possibilities.

Mr. Smith handed round samples of the material he had found, which comes in 2 meter widths and 30 meter long rolls at a cost of £199 per roll. The material would not be a 100% protection for the sports hall flooring, but he felt would give sufficient cover for the intermittent use it will be needed for. He was informed by the supplier that each role is approximately 30cm thick. Mr. Smith said that two 30 meter rolls would cover the majority of the Main Hall flooring and it was decided, in the interest of economy and because the Trustees don't know what additional revenue they will get from the use of the temporary floor covering, that a third roll should not be purchased at this stage.

Recommendation: The Parish Council approves the purchase of the temporary floor covering.

8 Fun & Fayre Day

Mr. Meischke said that the Trustees had been approached by Rachel Davis of RLD Events, who wish to hold a Fun & Fayre Day on 31st July. The Parish Council would need to approve the event taking place and Mr. Meischke agreed to send them all the relevant literature.

Action: J. Meischke

The event organiser requires all of the Community Hall building and also approximately a 36 metres squared area of sportsfield at the Community Hall end of the field in front of the goalmouth. The event organiser would be responsible for fencing off this area. In addition, the church has agreed to the use of their church car park, this would be available to event holders only, who would in the first instance drop their equipment off at the Community Hall and then drive up to the church car park and walk back to the event via Church Walk. The church field, in front of the Church and adjacent to the War Memorial, would be available as a public car park.

The Trustees and Mr. Smith discussed what they should charge the event organiser for the use of the Community Hall, sportsfield and church car parking facilities.

Recommendation: The Parish Council agree to the following

- A donation of £50 to be given to the Church for the use of the car park and church field for parking facilities.
- The event organiser to be charged £300 for the use of the Community Hall, sportsfield and church car parking facilities. This charge is broken down as follows. £200 for the use of the Community Hall, £50 for the use of the sportsfield and £50 for the use of the car parking facilities.
- A 50% deposit payment to be paid to confirm the booking.

9 Update on Action plan

- **Library** – the Library is now open every Thursday between 1000 and 1200.
- **Internal cupboard** - Mark Blacktin has installed additional shelving in the internal cupboard. Both the Youth Club and Dave Boddy are very happy with the new shelving.
- **BT box in the Meeting room** – Mr. Meischke said that BT would charge £115 to connect the Community Hall to their system. They verbally quoted £19.95 per month for the telephone line rental. However, Mr. Meischke asked them why this was the case when the advertised amount on their internet site is £15. On top of this figure there would be an additional charge of £20 for an internet connection.

- **Internet connection**

Mr. Meischke contacted Virgin Media early in 2106 re an internet connection for the Community Hall. He was told that the installation cost alone would be in the region of £2,000. Subsequently, Dr. Norden (10 School Lane) has been contacting residents in School Lane, Old School Orchard and Glebe Court to see if there is enough interest to persuade Virgin Media to install fibre optic cable to the area to access their internet, telephone and television services for a reduced cost.

A meeting has been arranged on Tuesday 1st March in the Community Hall, with East Herts Development officers and residents to see if there is a way forward to get a fast internet connection for this area.

Mr. Smith said he would be representing the school who are very keen to have improved internet speeds.

10 Boiler update

James Turner Limited have changed the water meter to the showers, which is located in the internal cupboard that houses the boiler servicing equipment, and fitted a restrictor. The new meter appears to be functional properly. James Turner Limited have repaired a piping joint that they had been working on because it was leaking. Mr. Meischke said that the new meter shows that very little water is being used by the footballers and it would appear that the Community Hall could manage without a designated boiler for heating the water and that two modern boilers would easily cope with the central heating of the building as well as heating water required for the showers.

Mr. Meischke said that by the end of April we should be able to ask James Turner Limited to give us an estimate for replacing the boilers based on the water usage.

Mr. Smith suggested that the Community Hall Trustees could consider installing a radiant heating system. A radiant heating systems supply heats directly to the panels in the wall, ceiling or floor of a building. The systems depends largely on radiant heat transfer, which is the delivery of heat directly from the hot surface to the people and objects in the room via infrared radiation. The system only needs to be switched on when the building is in use as the heaters give heat instantly, cutting the cost of heating.

Mr. Meischke and Mr. Smith to investigate the possibilities of a radiant heating system further

Action: J. Meischke /M. Smith

11 Any other

- **Gas and Electric contracts**

The Clerk has obtained some new prices from E-on for one-year gas and electricity contracts via a broker. Mr. Meischke asked the Clerk to obtain prices for dual-fuel one and two year contracts. **Action: J. Allsop**

The Trustees will obtain the approval of the Parish Council via e-mail before accepting the gas and

electricity contracts.

Action: Trustees

The meeting closed at 1703.