

**Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees
held in the Community Hall on Tuesday 10th October 2006 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 11th July 2006

The minutes were accepted and signed as a true record during the Parish Council meeting held on Wednesday 13th September 2006.

3 Replacement Floodlighting Bulbs

David Webster Limited replaced the five floodlighting bulbs for £187 (plus VAT). In addition, one of the fuses in the lighting columns needed replacing and Keith Burgess did this for £50.

4 New Tennis Court

The planning application submitted to East Herts Council had to be withdrawn because an archaeological survey is required first.

Mr. Knight said that the County Archaeologist has agreed to send us a specification of the archaeological work required.

5 Electrical Inspection/Report

The annual electrical-inspection has now been successfully completed. One of the Fire Exit light bulbs needed to be replaced.

6 Annual Gas-Inspection

Turners want to reschedule the date they agreed for the annual gas-inspection. Mr. Meischke to contact them to find out the new date of the inspection. **Action: J. Meischke**

7 Damage to Community Hall (tiles, windows, guttering and graffiti) plus insurance claim

Two insurance claims have been submitted to Allianz Cornhill, with appropriate invoices and quotations enclosed, for the following.

1. Damage to the car-park wall.
2. Damage to 6 high-level windows, roof tiles, guttering and external decorations.

The Clerk to contact Cornhill Insurance to see how our claims are progressing.

Action: J. Allsop

8 Notes of meeting held 26th September re advertising the Community Hall - new leaflet and costs

A copy of the notes are attached to these minutes.

See attached

• Parish News advert

As agreed, Mr. Knight has increased the size of our advert in the Parish News by 100%, removed the diagram of the Community Hall, made the 'Community Hall' heading more prominent, included the opening times, hourly charges and contact details.

The Trustees agreed some additional changes to the draft advert. Mr. Knight will make the alterations to the advert in readiness for its approval during the Parish Council meeting on 11th October 2006.

Action: I. Knight

Mr. Knight said that the cost of a double advert is £100 per annum. The Community Hall single-advert is due to be renewed in January 2007. The additional cost of doubling the size of the advert to be included in the November and December issues is £10.

Recommendation: To adopt this new advert.

• **Posters**

Mr. Knight has prepared a draft A5 poster to advertise the Community Hall outside the village. It was agreed to delete the diagram of the Community Hall and insert the picture used in the Information Sheet. The poster also includes the opening times, hourly charges and contact details.

Mr. Knight to make the changes to the draft poster in readiness for its approval during the Parish Council meeting on 11th October 2006. **Action: I. Knight**

The Clerk to email Mr. Knight a copy of the digital image of the Community Hall. **Action: J. Allsop**

Recommendation: To adopt this poster.

• **Information Sheet**

Mr. Stock prepared the Information Sheet (taking and incorporating appropriate digital-pictures of the Community Hall) and presented it to the Trustees for their comments.

Some minor changes were agreed by the Trustees. Mr. Stock to make the alterations to the Information Sheet in readiness for its approval during the Parish Council meeting on 11th October 2006.

Action: D. Stock

Mr. Meischke said that Mick Roberts had verbally quoted £700 for printing 2000 colour copies of the Information Sheet. However, he had then provided another quotation for £248. The Clerk also obtained several prices in excess of £700 on the internet.

Mr. Poulton said that Flyer24, an internet company, quote £112.86 including VAT and delivery for 1700. Because we know nothing about the company, it was agreed not to use them in this instance.

Mr. Meischke to contact Mick Roberts to ask him to confirm his verbal quotation. The Clerk to obtain a quotation from a local printer. **Action: J. Meischke/J. Allsop**

Recommendation: To adopt this Information Sheet and distribute colour copies to the parishes of Watton-at-Stone, Waterford, Stapleford and Bramfield.

9 Grass cutting contract for 2006/2007

Frank Cooper and Son have agreed to submit their quotation for cutting the sportsfield grass in 2007.

10 See-saw, replacement costs and grants

Mr. Poulton has obtained a quotation of £3043 from Playground Supplies to supply and fit a new see-saw and make good the damaged safety-surface.

He contacted Claire Pullen (East Herts Council) for funding but was informed that because Watton-at-Stone has already received funding for the information boards and the electronic scoreboard she would not consider a further grant at this time. However, if funding is still available at the end of the financial year then she would consider a grant.

UK Villages may be able to grant us £50 towards the see-saw project. A decision will be made on 10th November.

Mr. Poulton said that he had spoken to Helen Doubal from the Hertfordshire Community Foundation and grants of £250 to £7000 are available. Ms. Doubal was very keen to help the village and a 100% grant may be possible. She recommended that we include in our application the £180 quotation to remove the concrete area and landscape around the Teen Shelter.

Recommendation: The Parish Council apply for a grant from Hertfordshire Community Foundation.

11 External doors from Pavilion to sportsfield

Mr. Meischke is to meet Mr. Bunyan to discuss the requirements of a new external door to the pavilion.

Action: J. Meischke

12 Items for Budget and Finance meeting for year 2006/2007

• **Items for consideration for 2007- 2008 Parish Council Budget**

The trustees looked at the internal decorative condition of the Community Hall.

It was agreed to ask Mick Taylor to submit a quotation for the following work.

- Paint the walls and ceilings of:
 - all four changing rooms
 - male and female toilets
 - the corridor from the car park entrance to Main Hall entrance
 - the serving-hatch wall up to the level of the award signs.

Action: J. Meischke

The following are suggested items for inclusion in the budget:

- Boot-brush replacement - 2 sets plus p&p £125
- MPPA Floodlight bulbs – 2 bulbs @ £70 £140
- Replacement of bulbs £190
- Pressure-wash and moss kill £750
- Mick Taylor’s quotation for external decoration £1250
- Mick Taylor’s quotation for internal decorations Quotation being obtained (see above)

Mr. Poulton to remove Blue-Tack in the Pavilion and put new batteries in the clocks where required.

Action: N. Poulton

13 Review hire-charges

- **2007/08 Hourly rate**

After discussion, it was agreed that the following recommendation be made to the Parish Council.

Recommendation: The Community Hall hire-charges remain unchanged.

- **Sports & Social Club hire-charge**

The Budget and Finance Sub-Committee to discuss the annual increase of the Sports & Social Club hire-charge during its meeting on 14th November 2006.

Action: B and F

14 Repairs to MPPA

Mr. Poulton said that James Hale will be doing the repairs to the MPPA and repairing the wood on the Pavilion door.

15 Disabled-parking sign

The Clerk has purchased two disabled-parking signs. Mr. Meischke to have both signs laminated.

Action: J. Meischke

16 Any other business

- **Boot-bath**

Mr. Knight said that the footballers like the idea of a boot-bath. However in reality he felt that it was unlikely to be used unless it is a permanent fixture. After discussion the following was agreed.

Recommendation: The Parish Council does not pursue having a boot-bath made.

- **Fire regulations**

The new fire regulations require the Community Hall to have a risk assessment with a responsible person appointed to do the work.

The new regulations require us to make all hirers of the Community Hall aware of the location of all fire extinguishers and the fire procedures applicable. It then becomes the responsibility of the hirer to carry out the fire procedures.

Mr. Poulton agreed to find out how the new fire regulations affect the Community Hall Trustees and what action is required. He also agreed to contact Hertfordshire Fire Brigade re the maximum number of people that are allowed in each of the rooms within the Community Hall.

Action: N. Poulton

- **The meeting closed at 2045.**

- **The date for the next Community Hall Trustees meeting is Tuesday 9th January 2007.**