

## Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 8<sup>th</sup> January 2013

Present: Mr. John Meischke Mr. Ian Knight  
Mr. David Stock The Clerk (Mrs. Jane Allsop)

### 1 Apologies for absence

Leave of absence: Mr. Nigel Poulton.

### 2 Minutes and report of meeting held 9<sup>th</sup> October 2012

The Clerk informed the Trustees that the minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 16<sup>th</sup> October 2012.

**Note:** The Clerk has subsequently found out that the minutes were not accepted during Parish Council meeting in October. This item has therefore been placed on the agenda for the Parish Council meeting to be held on 15<sup>th</sup> January 2013.

### 3 Report on Oak Tree on Sportsfield

Mr. Smith has installed the fencing, with warning notice, around the Oak tree.

The Cobra bracing work to the Oak tree is outstanding.

### 4 Unisex toilet

Mr. Meischke asked for this item to be deferred to the Parish Council meeting in March because at this time of year there is too much moisture to apply floor sealant successfully. **Agenda: 03/2013**

Mr. Meischke suggested that alternative floor covering such as Altro flooring could be installed rather than re-painting the concrete floor. Mr. Stock said that he was in favour of the floor remaining painted because it is easier to keep clean and maintain, and re-paint when necessary. After discussion, the Trustees agreed with Mr. Stock's suggestion.

### 5 Storage and pram extension for Community Hall

It was decided to defer this item until funds from the New Homes Bonus become available and priorities have been discussed and identified.

Mr. Filer has included this item on his list of projects identified for financial support from the New Homes Bonus.

### 6 Damage to brick wall adjacent to the Community Hall

Mr. Meischke e-mailed all Parish Councillors on 28<sup>th</sup> December to report that the wall had been damaged again. Rosemary Brown had phoned Mr. Meischke to inform him that the end pier adjacent to the Community Hall, at the car park end, had fallen into the road. The Clerk said that she had been informed by a resident of School Lane that they had driven round the fallen brickwork at around 1800 on the evening of the 27<sup>th</sup> December.

We have no idea of what caused the wall to fall.

Mark Blacktin has verbally estimated that the labour and material charges, excluding bricks, will be £400. This includes digging a new foundation for the section of wall that has fallen down (It would appear that the section of wall that fell had no foundations).

**Recommendation:** The Trustees accept Mark Blacktin's verbal estimate and do not submit a claim to the insurance company.

**Note:** During a post-meeting inspection of the wall, Mr. Stock suggested that maybe we should not/need not rebuild all of the fallen wall. This was discussed by the three Trustees and will be reviewed during the Parish Council meeting on 15<sup>th</sup> January 2013.

### 7 Playground sign

This item to be discussed during the Parish Council meeting on Tuesday 15<sup>th</sup> January 2013.

### 8 Service of see-saw

Wicksteed Leisure Limited has serviced the see-saw.

## 9 Replacement bolt-covers for spring see-saw

Wicksteed Leisure Limited has replaced these bolt-covers.

## 10 Safety surface under the Rainbow multi-play and slide

Wicksteed Leisure Limited has completed repairs to this damaged safety-surface.

## 11 Installation of smart electric-meter

A new smart electric-meter was fitted in the Community Hall on Wednesday 5<sup>th</sup> December. This meter has a mobile-phone chip in it to allow the meter to be read remotely.

## 12 Policy and agreement for cutting a set of keys for the Community Hall

Mr. Stock's policy and agreement document was formally adopted during the Parish Council meeting in November and a copy has been e-mailed to all Parish Councillors. It has also been uploaded to the Watton-at-Stone website.

## 13 Floodlighting charges

Mr. Meischke said he had inspected the floodlighting coin-mechanism and it can be altered in increments of one minute.

It was agreed to discuss the floodlighting charges during the Parish Council meeting on 15<sup>th</sup> January 2013.

## 14 Community Hall keys

Laidlaw Locking Systems wrote to advise us that the masterkey system at the Community Hall is no longer covered by either patent or copy right protection. This means that the keys to the Community Hall can now be copied by anyone who is able to obtain a key blank.

The Trustees agreed that the security of the Community Hall is a high priority and that, as a minimum, new security locks should be fitted to both external doors to the building.

It was agreed to ask Michael Lewis (A. P. Access) for the cost to fit new and identical security locks to each of the external doors to the Community Hall. **Action: J. Allsop**

During discussions about the security of the building, it was acknowledged that the security of the building is also reliant on hirers locking the doors after they leave the building, which, as reported by Mr. Meischke and Mr. Stock, does not always happen. It was agreed that any such events in the future should be taken up with the hirer involved as a matter of urgency and to remind them of their obligations.

## 15 Charity Commission – annual return for year ending 31st March 2012

Mr. Meischke said that on 24<sup>th</sup> December, the Clerk filled in an on-line Annual Return to the Charity Commission for the period ending 31<sup>st</sup> March 2012.

The Clerk said that whilst on-line she changed the contact details from Nigel Poulton to herself.

## 16 Broken window

One of the changing room's double-glazed windows (which already had a crack in the outer pane) was broken by youths playing football on Sunday 23<sup>rd</sup> December.

Stevenage Glass fitted a new double-glazed unit today.

## 17 Chairman and Trustees Reports

Mr. Meischke said that the new British Gas contract arrived today. This is a fixed price 2-year contract, which the Clerk negotiated with British Gas.

- Standing Charges per day: 75.15p
- Gas unit per kilowatt hour: 3.207p

**The meeting closed at 1427.**