

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 5th July 2005 at 1930

Present: Mr. N. Poulton (Chairman) Mr. J. Meischke
Mr. D. Stock

1 Apologies for absence

An apology for absence was received from Mr. Knight.

2 Minutes of the meeting held on 5th April 2005

The minutes (as amended) were accepted and signed as a true record during the Parish Council meeting held on Wednesday 13th April 2005.

The amendment was made on page 1, item 2, Minutes of the meeting held on 6th January 2005, second line.

- 'and Mr. Poulton were in favour.' should read 'and Mr. Poulton was in favour.'

3 Matters arising

• Hire Agreement

The Sports and Social Club hire agreement has been signed by Mr. Poulton (Chairman of the Watton-at-Stone Parish Council) and Colin Straker (Chairman of the Sports and Social Club).

4 Broken windows

In addition to another broken window-pane, the Parish Council meeting-room window that faces School Lane is peppered with small holes. On close inspection of the holes, Mr. Poulton and Mr. Stock were of the opinion that (because of their uniformity) they appear to have been caused by an air pistol/rifle and not by stones.

Recommendation: The Parish Council reports the matter to the police and asks them to investigate further.

It was agreed that the damaged glass-panes would not be replaced until after the end of the Summer Play Scheme.

The Clerk to obtain clear waterproofing glass tape to protect the areas already damaged. **Action: J. Allsop**

5 Outside Gents toilet door-repair to door closure

Mr. Poulton has purchased a new door closure which Mr. Meischke has now fitted.

6 Repairs to overflow from Boiler

Mr. Poulton said that there is a problem with the overflow to the boiler. Although, the problem can be corrected by reducing the pressure on the boiler, it builds up again and the problem returns.

Turners (who installed the heating system) are aware of the problem and are to send someone out to do the repair work.

7 Repair to fans

Turners have ordered the replacement parts for the fan and will fit them in due course.

8 Update on new tennis courts

Mr. Knight has written to the St. Albans Diocesan Board to ask for permission to change the position of the new tennis court. He is also in the process of completing the planning application for submission to EHC.

9 Use of small changing rooms

Again, the Cricket Club is leaving its equipment in the small changing rooms. These facilities are also used as women's changing rooms for the Jujitsu and Kickboxing groups.

Recommendation: The Parish Council writes to the Sports and Social Club informing them that leaving equipment in the small changing rooms is not acceptable because this facility is used by other hirers. A copy of the letter to be given to Mr. Knight.

10 Long-term maintenance issues

Mr. Poulton said that the following long-term maintenance issues have been identified to date (estimated costs are at current prices).

- **MPPA**

Frequency for MPPA work indicated is from the year of last resurfacing (2000)

• relining (white lines)	5 years (2006)	£350
• surface painting	10 years (2010)	£2700
• resurfacing	15 years (2015)	£12000
• floodlight bulbs @£75 each X 8	5 years from 2005 (2010)	£600

- repaint kicker-boards on MPPA

- renew fence on MPPA

- resurface MPPA

- **Community Hall and sportsfield**

- renew seats around play equipment on sportsfield

- replace sports-floor in the Main Hall

- re-line badminton court on sports-floor in the Main Hall

- renew guttering on Community Hall

- repaint exterior of Community Hall

- repaint interior of the Main Hall

- replace large swings

- replace see saw

- resurface Community Hall car park

- replace safety surface on sportsfield play equipment

- replace boiler

- replace showers

- renew kitchen units

- **Others**

- review welfare safety of trees on sportsfield, Lammas and Watton Green

- maintenance of seats throughout the village

Mr. Poulton to provide cost estimates for all items.

Action: N. Poulton

11 Best service-providers for Gas and Electricity

Mr. Meischke said that our gas and electricity contract does not expire until 3rd August. Because of the constant fluctuation in gas and electricity prices, we are unable to obtain prices on the best service-providers until a month before our contract ends.

Mr. Meischke said that he would now contact the service providers again.

Action: J. Meischke

12 Change of date of next meeting

Mr. Poulton asked for the next meeting of the Community Hall Trustees to be changed from Tuesday 4th October 2005 because he is unable to attend.

The Trustees present re-scheduled the meeting for Wednesday 5th October 2005 at 1930.

13 Any other business

- **Cricket Club Notice**

The Cricket Club has put up the following notice in the Community Hall changing rooms.

‘NOTICE

The use of mobile phones and digital cameras is forbidden in this area

By order of the Club Committee’

Mr. Poulton said that he spoke to Wilf Emsley about the notices because the Cricket Club had not asked for permission from the Parish Council to put them up. The notices are required as part of the child protection act.

Recommendation: That the Parish Council agree that the notices remain in the changing rooms.

- **Photocopy machine**

The Clerk took a meter reading and noted that over 2000 copies had been made during the last six months. She uses the machine very little herself and could only account for approximately 500 copies during this period. After discussion, the following recommendation was made.

Recommendation: The Parish Council removes the power cable from the machine and re-attaches it as required. The Clerk will also take meter readings on a monthly basis so as to identify any un-authorised use of the machine.

- **Clock**

One of the wall-clocks is broken and a replacement has been ordered from County Supplies (at a cost of £9.99).

- **The meeting closed at 1955.**

- **The date for the next Community Hall Trustees meeting is Wednesday 5th October 2005.**