

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 24th February 2009

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 Tuesday 7th October

The minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 21st October 2008.

3 Matters Arising

None.

4 New Tennis Courts update

Mr. Knight is in the process of obtaining a quotation from Halican Courts for the construction of the new tennis court. Three contractors will be asked to supply quotations. Fundraising for the new court is on-going.

5 Update on additional football pitches

Nigel Benger (the secretary of the Diocesan Committee) has assured Mr. Knight that the Diocesan Surveyor would be contacting us soon with the Diocesan Boards decision re our request to lease additional land for sporting facilities.

6 Update on replacement floodlighting

The replacement floodlighting units are scheduled to be fitted on Wednesday 4th March. The work is anticipated to take a day and a half to complete. Mr. Knight will be on -site to monitor progress and ensure that everything runs smoothly.

Mr. Poulton said Helen Doubal (Grants Officer, Hertfordshire Community Foundation) had contacted him about the following entry in the February Parish News, which has caused embarrassment to her.

‘Watton at Stone Parish Council

The Parish Council has been awarded a Grassroots Grant for £5000 by the Hertfordshire Community Foundation to cover the cost of replacement and refurbishment of the floodlight units at the Multi Purpose Play Area. Protective glasses on several of the units have broken and the units are now unreliable. The floodlight units have been operating for over 25 years.’

Hertfordshire Community Foundation cannot give funding to Parish Councils. The Grassroots grant was awarded to the Watton-at-Stone Community Hall.

Mr. Knight, who wrote the original entry, agreed to write a retraction for the March edition of the Parish News and an apology to Helen Doubal.

Action: I. Knight

7 Soap Dispensers

Mr. Poulton said that he had recently asked the Clerk to purchase new bars of soap for the toilets as the existing bars looked disgusting, with cracks filled with black debris which looked very unhygienic. All the toilets were fitted with soap dispensers when the Community Hall was built, however the soap leaked out of the dispensers and their use was ceased.

The Clerk suggested to Mr. Poulton that alternative pump action soap dispensers be purchased and found various options available on the internet. Mr. Poulton showed the Trustees details on a refillable wall mounted bottle for £9.98 from Plumpworld. However, the Trustees felt that this dispenser would not be robust enough and could easily get broken or go missing.

Mr. Poulton and Mr. Meischke to investigate obtaining a more robust push-action soap dispensers for the 5 internal toilets.

Action: N. Poulton/J. Meischke

8 Change in gas supplier

Mr. Poulton and Mr. Meischke have been working on getting the best price for the gas supply at the Community Hall. They have been able to get a deal with NPower for a two year contract. The approval of the other Trustees and Denis Filer was sort before the contract was verbally accepted by the Clerk on Monday 23rd February. The following e-mail confirmation was sent by Owen Pemberton (Make it Cheaper.com) to the clerk's e-mail address.

'Thank you for using our service to switch your energy today - and congratulations for the savings you are about to make.

IMPORTANT - Please Read: You have confirmed to us that you have terminated your contract with your existing supplier, however it is common practice for them to block transfers to your new supplier without a valid reason. If your supplier does **illegally block** your transfer, we will endeavour to have the block removed as soon as possible and ensure that your switch goes ahead without delay. To do this, we **MUST** have a signed **Letter Of Authority** (attached). This will enable us to act on your behalf for a smooth transfer.

Please Print and sign the attached letter, faxing it back to 0845 8339422.

This email, which you should retain for your records, is to confirm the details and to set out the next steps.

Summary:

Gas Meter: 8812887008

Transferring to Npower from British Gas Business

Requested start date for new contract: 05/03/2009 (NB - some suppliers can take 6 weeks to transfer supply)

Rates agreed:

No Standing Charge

Unit Rate 3.602 p/kWh

The rates exclude VAT and Climate Change Levy.

Contract term: Two Year

What happens next: It is your responsibility to check that the above details are correct, and you should contact us within the next 24 hours in the event of any details being wrong.

If we don't hear back from you in the next 24 hours, we will send the details of your contract(s) to the new supplier(s).

The transfer will then be overseen by my colleagues in Make It Cheaper Customer Services who will endeavour to ensure a smooth switch over

If you have any queries, you can call Make It Cheaper Services on 0800 970 0226

If there is an issue during the transfer, we will endeavour to email and call you. It is important that you respond to us to ensure a fast switch over'

The Trustees officially approved the transfer of gas provider.

9 Internal decorations

There is money allocated in the 2009/10 Community Hall budget for decorating the changing room corridor.

It was agreed to obtain quotations from Bob Adams (4 Glebe Close) Peter Phillips (18 Lammas Road) and Brian Bunyan (94 Fairview Road, Stevenage) asking them to quote as follows.

- a) Painting all woodwork and the walls to a height of 7 feet only.
- b) Painting all woodwork and the walls from floor to ceiling.

Action: J. Allsop

10 Change of lock requested by Watton Youth Drop Inn

The new barrel for the Main Hall lock is being ordered from Laidlow Solutions.

Michael Lewis (A. P Access) has agreed to fit the new barrel when it arrives and also to lubricate all the Community Hall locks with WD40.

11 Update on Regular hirers

Mr. Poulton issued all Trustees with a list of the current regular Community Hall hirers.

Dave Boddy has asked the Clerk to pass on a verbal request to the Community Hall Trustees. He would like to take over the total hire of the Community Hall with the view to opening a Jujitsu Centre. He said he would honour all regular hirings and would invoice them at their current hiring rate.

The Clerk informed him that she thought it extremely unlikely that the Trustees would agree to this because the Community Hall was built as a village facility and should not be for the benefit of one organisation.

The Trustees agreed that they would not contemplate allowing any one organisation to take over the hire the Community Hall.

Mr. Stock said that when registering the Community Hall as a Trust, the Parish Council had agreed that they should retain the overall management of the Community Hall and the Trustees would always be elected from members of the Parish Council. This was to ensure that no single organisation (other than the Parish Council) would take control of the Community Hall and alienate other organisations wishing to use the hall's facilities.

Mr. Meischke said he will inform Dave Boddy accordingly.

Action: J. Meischke

12 Request by Doctors for use of the Community Hall in the event of an emergency

Mr. Poulton has agreed, on behalf of the Community Hall Trustees, that the Doctors can use the Community Hall facilities in the event of an emergency.

13 Community Hall Cleaning

Mr. Poulton e-mailed all Parish Councillors in January a copy of the Community Hall cleaning schedule for work to be done by Rosemary Brown and Brian Thompson.

14 Confirm date of next meeting 7th April 2009

The Trustees confirmed the above meeting date.

Meeting dates for 2009/10 to be placed on the April Trustees agenda.

Agenda: Trustees 04/09

15 Any other Business

- **Replacement external door to the changing-room corridor.**

Mr. Knight said there are problems closing the external door to the changing-room corridor and for security reasons it needs replacing as soon as possible. It had been anticipated that funds would be available from the Grassroots Grant provided by the Hertfordshire Community Foundation. However, the entire £5,000 grant is being used for the refurbishment of the floodlighting system at the MPPA.

Mr. Poulton and Mr. Meischke to investigate the costs for the purchase and installation of a new metal door.

Action: N. Poulton/J. Meischke.

The Clerk to find out if there are any surplus funds available from the 2008/09 income minus expenditure.

Action J. Allsop

- **Dustpan**

Mr. Meischke said that both Rosemary Brown and Brian Thompson, the Community Hall self-employed cleaners, informed him that the dustpan is missing. Mr. Poulton said it has always been kept in the kitchen. He then went and collected it to show to the Trustees.

Mr. Meischke to inform the cleaners where the dustpan is kept.

It was agreed that a metal dustpan be purchased.

Action: J. Allsop

- **The meeting closed at 2000.**