

**Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 5<sup>th</sup> October 2010**

Present: Mr. Nigel Poulton (Chairman) Mr. John. Meischke  
Mr. Ian Knight The Clerk (Mrs. Jane Allsop)

**1 Apologies for absence**

Apologies for absence were received from Mr. D. Stock.

**2 Minutes of meeting held 5th July 2010**

The minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 13<sup>th</sup> July 2010.

**3 Matters Arising**

None.

**4 Area around the Cricket club shed including graffiti**

Mr. Poulton said that the graffiti on the Cricket Club shed had not been removed and the rubbish at the back of the shed still remains.

Mr. Knight agreed to write officially to Rob Clayton (Chairman of the Cricket Club) asking him to arrange for the removal of the graffiti and to clear the rubbish.

If the matter has not been resolved by the New Year, the Parish Council should consider having the work done and charging the Cricket Club accordingly.

This item to be placed on the January Trustees agenda.

**Agenda: Trustees 01/11**

**5 Replacement Blinds for the Pavilion**

Mr. Poulton said he has met with three suppliers who agreed to quote for replacing the blinds in the Pavilion.

- GX Blinds Buntingford
- Ashley ABC Contractors, King Langley
- Sunstopper Blinds and Awnings, Welwyn Garden City

The Trustees left the meeting room and went into the Pavilion so they could look at the existing blinds and Mr. Poulton explained that the suppliers will quote to replace the lower blinds with roller blinds. The sloping top sections will have fixed binds that will be attached to the outside of the wood framework and away from the window glass.

G X Blinds has already submitted their quotation of £883.20.

**6 Decorating the Pavilion**

Mr. Poulton received a good response to the advert placed in the July Parish News, inviting applicants to tender for decoration work required in the Pavilion.

Interested parties were asked to submit two quotations, one for the painting of all the walls and woodwork, and the other for painting partway up the walls and all the woodwork.

To date four quotations have been received, however Mr. Poulton did expect to receive two more.

	To emulsion all walls, undercoat and gloss all painted woodwork and clean and apply Sadolin to stained woodwork	To emulsion walls to low level ceiling , undercoat and gloss all painted woodwork and clean and apply Sadolin to stained woodwork
P Arnolds and Sons	£1000 plus VAT	£850 plus vat
Robert Adams	£890	£760
L. J. Clarke Painting and Decorating Services	£1070	£950
Onestop Property Services	£1850	

Onestop Property did not quote for applying Sadolin to the stained woodwork or to emulsion the walls to low level ceiling height

The work will need to be done over a weekend when the Pavilion facilities are not in use.

Based on the quotations received to date, the Community Hall Trustees would recommend Bob Adams. Firstly, because he comes in at the lowest quotation and secondly because he has previously provided a high quality painting service at the Community Hall and is used to adapting his painting schedule to fit in with Community Hall hiring times.

## 7 Fire Risk Assessment

Andy Leather (Leather Consultancy Limited) completed a Fire Risk Assessment at the Community Hall on 29<sup>th</sup> September and has produced a 26 page report. Mr. Poulton e-mailed the report to all Trustees prior to the meeting.

The main points the Community Hall Trustees need to address are the following requirements.

- Weekly manual alarm call point check  
The Trustees to complete the above check. **Action: Trustees**
- Monthly flick-test on emergency lighting  
The Trustees to complete the above check. **Action: Trustees**  
All weekly and monthly checks will be recorded in the minutes of the following Parish Council meeting.
- 6-monthly formal test of fire alarm system by competent person (other than Keith Burgess who does the Annual inspection)  
Leather Consultancy to be asked to supply the name of a competent person to carry out the 6-monthly fire alarm test. **Action: N. Poulton**
- 6-monthly fire evacuation for regular hirers  
The Trustees to complete the above. **Action: Trustees**
- Maximum number of person in the Main Hall is 240 and not 290, as reported in the September Parish Council minutes.  
The hire agreement to be altered accordingly. **Action: J. Allsop**

## 8 Wire fence around the Sports Field

Whilst the sportsfield hedge was being cut, the contractor, got his tractor caught in the cricket wire fencing.

Mr. Knight agreed to write to Martin Tipper (Cricket Club) if the Trustees can remove the remains of this fence. **Action: I. Knight**

## 9 Man hole Cover in Sports Field

At the September Parish Council meeting, Mr. Smith reported that the concrete around the manhole cover and the cover on the sportsfield was in urgent need of repair. The Clerk was instructed to contact Chris Kitts (East Herts Council) who advised her that there were two courses of action. Contact the residents responsible for the manhole cover asking them to repair the manhole or do the work ourselves.

Mr. Poulton and Mr. Meischke met on site with Dave of Stoneweale Construction (a local contractor), who agreed to re brick and concrete all around the manhole cover and install a new manhole cover for £50. Because his price was so cheap and the work needed doing urgently, Mr. Meischke and Mr. Poulton authorised the job under the small payments agreement. The Clerk has received a proper audit trail for this expenditure.

The manhole repair work was carried-out on Friday 17<sup>th</sup> September and Dave did an excellent job.

## 10 Window Locks

As reported at the September Parish Council meeting there are some problems with the Pavilion windows. The Parish Council agreed to accept Trevor Blacktin's estimate of £200 to replace a damaged window lock and ease the 12 other window locks.

Mr. Poulton said that he had met with Trevor Blacktin's son on Wednesday 29<sup>th</sup> September, who will start the work as soon as the required parts he has ordered to do the job have arrived.

## 11 Sewage around the Community Hall

Mr. Poulton said that was nothing much to report on this item. Dr Norden sent him a copy of the CCTV footage taken of the damaged drain.

Mr. Poulton confirmed in an e-mail to all Parish Councillors on 14<sup>th</sup> July (refer to the July Parish Council minutes under item 8 a, Community Hall Trustees - Sewage around the Community Hall), that the Community Hall does not use this blocked drain, the access manhole of which is in School Lane directly in front of the Community Hall. The manhole for the drain which serves the Community Hall is near the car park entrance to the Community Hall.

## 12 Delay in receiving gas bill from Npower

Mr. Poulton said that it took NPower almost two months to submit their invoice following a meter reading phoned through to them in July. He instructed the Clerk to contact Npower, who informed her that they could find no reason why the bill was delayed by almost two months. They told her that all problems with invoicing have now been rectified and the gas meter issues resolved.

The Community Hall will now be invoiced on 22<sup>nd</sup> of each month. The Clerk to request a meter reading from Mr. Poulton on the 20<sup>th</sup> of each month and amend the Google calendar accordingly. **Action: J. Allsop**

## 13 Servicing of the Boiler

The boiler was serviced by Mark, from James Turner Limited, on 1<sup>st</sup> October.

## 14 Showers

Due to his tight time schedule on 1<sup>st</sup> October, Mark (James Turners Limited) left the Community Hall before Mr. Poulton was able to discuss the water temperature of the showers.

Mr. Poulton met with Mark today, who suggested that the lack of hot water in the showers will be due to the long hot water pipe run, which goes via the kitchen and toilets before it gets to the showers. He suggested that the only solution was to put a new pipe direct from the hot water tank to the showers. The cost is likely to be in the region of £500 to £1000, and James Turners Limited will submit their quotation. Once the new system is installed, there should be a cost saving because water will not be wasted while waiting for the hot water to come through to the showers.

During his visit today, Mark repaired a leaking radiator in the Pavilion.

## 15 Cleaning by Rebecca Evans

Rebecca Evans has done a fantastic job cleaning in Pavilion and Main Hall, in particular washing down all the painted woodwork and the abutting floors. She will also be cleaning the kitchen in the near future.

## 16 Disabled parking sign

The metal disabled parking sign has been smashed. Mr. Poulton and Mr. Meischke to replace the damaged sign. **Action: N. Poulton/J. Meischke**

## 17 Annual Return to the Charity Commission

Mr. Poulton said that on 28<sup>th</sup> July, the Clerk filled in an on-line Annual Return to the Charity Commission for the period ending 31<sup>st</sup> March 2010. The Trustees report and accounts for this period were also attached to the on-line return.

## 18 Replace two glass panels on the emergency doors in the Pavilion

To resolve the problem of the emergency doors in the Pavilion distorting, because the weight of glass, Brian Bunyan will replace the two bottom sections of glass panels with hardwood.

It was agreed that the four glass panels either side of the emergency doors should also be replaced with hardwood.

Mr. Meischke to ask Brian Bunyan to act accordingly.

**Action: J. Meischke**

## 19 Painting the MPPA kicker boards

Two Volunteer teams at GSK (Glaxo Smith Klein) have completed the painting of the MPPA kicker boards and it was agreed that an excellent job was done.

Mr. Meischke to write a letter of thanks to the leaders of the two GSK teams of volunteers, conveying the Parish Council's gratitude for the painting of the MPPA kicker boards. **Action: J. Meischke /J. Allsop**

Mr. Poulton has taken photographs of the volunteer workers and the work they have done and passed them to the Hertfordshire Mercury to include in a future article.

## 20 Replacement tree to be planted on the sportsfield

The Parish Council wrote to Dr. Norden regarding the replacement tree on the sportsfield and he has e-mailed his response to Mr. Poulton, requesting that the Parish Council arrange to purchase and install the tree and all reasonable costs will be reimbursed.

Dr. Norden has also offered to pay for additional planting in the gaps in the sportsfield hedge opposite his property. He is concerned that the gaps are being used as short-cuts up School Lane, and pedestrians are putting themselves at risk of being knocked down by a vehicle due to the very poor visibility.

The Clerk to give Mr. Poulton the list of trees Malcolm Amey (Landscape Officer, East Herts Council) attached to his letter to Dr. Norden dated 7<sup>th</sup> April 2010.

**Action: J. Allsop**

Mr. Poulton and Mr. Meischke to assess the additional planting requirements for the sportsfield hedge.

**Action: N. Poulton/J. Meischke**

## 21 Action following the Playground Inspection

The Annual Playground inspection has been on circulation to all Parish Councillors.

It was agreed to ask Wicksteed Leisure Limited to quote for addressing all the low risk items contained in the report. The quotation to give separate prices for each individual item.

**Action: N. Poulton**

## 22 Date of next meeting

The Trustees next meeting is on Tuesday 4<sup>th</sup> January 2011 at 1530.

## 23 Any Other Business

None.

- The meeting closed at 1615.