

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 4th October 2011

Present: Mr. Nigel Poulton (Chairman) Mr. John. Meischke (after 1404)
Mr. Ian Knight Mr. David Stock
Mr. Michael Smith The Clerk (Mrs. Jane Allsop)

1 Apologies for absence

Apologies for absence: None.

2 Minutes and report of meeting held 5th July 2011

The minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 19th July 2011.

3 Volunteer work carried out by GSK (Glaxo Smith Klein) volunteers:

- **Internal works in the Community Hall**

The GSK volunteers have painted the walls, doors and all the woodwork in the Main entrance corridor at the Community Hall. This area is now looking very good.

- **Work in the Sportsfield**

The Glaxo volunteers have painted the swings and gate; and stained all the benches on the sportsfield.

Mr. Poulton said that the GSK volunteers did not manage to stain all the benches in the village during their visits to Watton-at-Stone on four Mondays in September.

4 PAT and Emergency light Inspection

Mr. Poulton said that D. P Electrics carried-out the annual emergency lighting inspection and PAT testing in the Community Hall, as well as visiting the Clerk's home to test the Parish Council office equipment at a cost of £78 including VAT.

The small kettle in the kitchen failed the PAT inspection and Mr. Poulton disposed of this immediately and purchased a replacement kettle.

The emergency lighting test showed that some of the emergency light bulbs needed replacing. Considering they are 16 years old they have done well to have lasted so long. Also the exit light in the Pavilion did not work. These repairs cost an additional £85.20 including VAT.

The Trustees need to ensure that they check the exit light in the Pavilion when they carry-out their regular emergency lighting inspections at the Community Hall

Mr. Poulton said that D. P Electrics has the equipment and insurance to replace the floodlighting bulbs at the MPPA and also the lights in the Main Hall.

5 Annual Gas Inspection

James Turners Limited to be asked to carry-out the annual gas inspection at the Community Hall.

Action: J. Allsop

Note: Mark, from James Turner Limited, will carry-out the gas inspection in the afternoon of Friday 28th October and Mr. Poulton has agreed to meet him on site.

6 Report on Oak Tree in Sportsfield

Members of the Environment Sub-Committee met on the Lammas, Watton Green and the sportsfield to look at trees that are the responsibility of the Parish Council. They discussed the diseased Oak tree on the sportsfield and agreed that, as recommended by Richard Wilson of C-Trees, this tree should have its crown reduced by 30% and any damaged limbs removed.

It was agreed to obtain a quotation for the work from C-Trees and request a plan for the work that needs to be done. When the quotation and programme of work has been received, two other tree surgeons will be asked to quote on the same basis as outlined by C-Trees.

Action: J. Allsop

Approval for this work will need to be sort from Mr. Malcolm Amey (East Herts Council). **Action: J. Allsop**

7 Items for 2012/2013 Budget:

- **Painting External Woodwork**

At the September Parish Council meeting, Mr. Meischke agreed to obtain quotations from Brian Bunyan, Bob Adams and Adrian Thompson for the painting and repairing of the external woodwork on the sportsfield and main entrance sides of the Community Hall building.

Mr. Meischke said he had spoken to Adrian Thompson, who will be submitting a quotation, and also to Brian Bunyan who agreed to inspect the Community Hall windows, however he usually works with Bob Adams on these types of jobs where he repairs the woodwork and Bob Adams does the painting work. It was agreed to wait for Brian Bunyan's reply before contacting any other contractors.

- **Painting Kitchen**

Adrian Thompson and Bob Adams to be asked to quote for painting the kitchen. The Trustees will provide the paint for the walls and woodwork, from the leftover paint purchased for the main corridor. However they will need to provide paint for the radiator.

Action: J. Meischke

- **Repair of the safety-surface under the two spring-sit-ons**

It was agreed not to have the safety surface under the two spring-sit-ons repaired because it was not highlighted as a safety issue in the Annual Playground safety report carried out by the Play Inspection Company on 3rd August.

- **Reframing of Tapestry in the Pavilion**

At the April 2011 Trustees meeting it was agreed that the tapestry needed reframing and UV Perspex needed to be fitted to protect it. It was agreed that a provision for the reframing work should be included in the 2012/13 budget.

Mr. Poulton agreed to obtain a quotation for the reframing of the tapestry.

Action: N. Poulton

8 Hedge cutting

Nick Whitehead has agreed to cut the sportsfield hedge in the next two weeks.

9 Update on new tennis court:

Mr. Knight said that there had been no more funds raised toward the new tennis court.

Mr. Poulton said that funds could be available from the building of the Station Road site via the 'New Homes Bonus'. However, these funds will not be available in the foreseeable future.

- **Monies held for Sports Improvements**

Mr. Poulton asked Mr. Knight what was happening about the £50,000 of Sports and Social Club funds raised for youth football facilities in the village.

Mr. Knight said that the Sports and Social Club Trustees (namely: Mr. Rod Willis, Mr. Ian Knight, Mr. Colin Straker and Mr. Maurice Gordon) had met recently and agreed to continue holding the money in trust for future youth football improvements.

10 New Play Equipment on the Sportsfield

The content of Hannah Brownlow's letter concerning fund raising for new play equipment was discussed at the September Parish Council meeting. The Trustees noted the content of this letter and endorsed the Parish Council's reply.

11 Annual Playground Inspection - Playground report

The Play Inspection Company carried out the annual inspection of the play equipment on the sportsfield on 3rd August and Gemma Kiff, East Herts Council, e-mailed their report to us on 19th September.

Mr. Poulton noted that the bike ramps have not been included in this report. The clerk said she e-mailed Gemma Kiff the list of items to be included in the annual playground inspection including the bike ramps. The Play Inspection Company to be asked why these items were not included in their report.

Action: J. Allsop

Mr. Poulton highlighted the following items from the report.

Teenage Shelter

There is uneven concrete to the side of the platform.

Reduce the concrete and reinstate the surface

Risk assessment: 6 - Low risk

The Trustees agreed to make a site inspection after the meeting and decide what action to take.

Action: Trustees/M. Smith

Site General

It is recommended that information signs with emergency contact details are installed at each entrance/exit point to the playground

Consider providing signage for the area

Risk Assessment: 9 - Low Risk

It was agreed to contact the Play Inspection Company asking them what they consider to be the recommended signage at the play area and to provided the appropriate wording.

Action: J. Allsop

12 Chairman/Trustees report

- **Internet connection**

Mr. Smith suggested that the installation of an internet connection in the Community Hall should be considered.

When CableTel carried out the fibre optic installation in the village, Mr. Poulton persuaded them to install their cable up to the Community Hall building. It would be possible for the Community Hall to be connected to broadband via the service provider Virgin Media.

Mr. Poulton said that the Parish Council has received e-mails offering free subscriptions to broadband and these offers should be considered. The Clerk to investigate.

Action: J. Allsop

Possible suggested uses for an internet connection at the Community Hall are:

- an internet café run once or twice a week,
- use by the current hirers of the Community Hall such as Watton Youth Drop Inn or Beane Valley,
- CCTV to protect the Community Hall building and surrounding area. The CCTV footage can be recorded or monitored externally and accessed by Parish Councillors and the Clerk on their home computers.

The Trustees also discussed the security of a wireless network and possible abuse from users who obtain the passwords from other hirers and download data outside the hall.

Mr. Stock suggested the Michael Jackson, Watton-at-Stone’s computer expert, could give the Parish Council advice on setting up an internet system.

Mr. Smith said that at the Rural Parish Conference held on 15th September, it was highlighted that central government have given £13 million to improve broadband services in Norfolk whereas Hertfordshire had only been able to secure £1 million.

Recommendation: The Parish Council agree that the Trustees can investigate further the costs of installing an internet connection at the Community Hall and its potential uses.

- The meeting closed at 1500.