

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 10th January 2012

Present: Mr. Nigel Poulton (Chairman) Mr. John. Meischke (after 1404)
Mr. Ian Knight Mr. David Stock
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 18th October 2011.

3 Oak Tree in Sportsfield

As reported at the December 2011 Parish Council meeting, the Parish Council have agreed to accept Herts Tree Care's quotation of £590 plus VAT for work to the Oak tree on the sportsfield. The work includes deadwood and cleaning out and thinning the crown by 30% and remove side shoots from the main stem. Because this tree is covered by a Tree Preservation Order, an application will be submitted to East Herts Council asking for permission for the work to be done.

When the work to the tree is completed, the Parish Council will arrange for a twelve to eighteen inch wooden barrier, made from four-inch by four-inch pieces of wood in a diamond formation, to be erected around the Oak tree.

4 Additional Play Equipment on the Sportsfield

Mr. Poulton said that he and Mr. Smith had met with Phillip Scott and his daughter Hannah Brownlow at 0930 this morning.

Hannah Brownlow and her fundraising committee are hoping to raise £20,000 towards new play equipment at the sportsfield. Support 4 Community Projects is helping to raise the funds. However, applications for grants will have to go through the Parish Council or Community Hall. All funds raised will need to be kept in a separate account similarly to those held by the Community Hall Trustees for the Tennis Club funds.

Hannah Brownlow has provided the Parish Council with an agreement, which in principal Mr. Poulton and Mr. Smith could see no problems with. However, it was agreed to ask Mr. Harris to look over the document before the Parish Council approves that it be signed.

Mr. Poulton said that the Fundraising Committee have completed a survey of local mums to find out what new equipment they wanted to see on the sportsfield play area.

The fundraising committee are looking to install three pieces of equipment with safety surface under them.

- A four-person spring sit-on
- A multi-play module for 0-6/7 year olds
- Modern style roundabout

The four person spring sit-on and the multi-play module would be sited where the two spring sit-ons are currently located. The existing two spring sit-ons will be possibly be scrapped. The roundabout will be installed between the rainbow multi-play and slide and the teen shelter.

The Parish Council will install a picnic table on the grassed triangular area adjacent to the car park.

Hannah Brownlow agreed to put together a presentation for the February Parish Council meeting.

5 Annual playground inspection and Damage to spring see-saw

As reported at the December 2011 Parish Council meeting, the Play Inspection Company have apologised in writing (letter dated 11th December) for their error in missing the extensive rot to the wooden plank on the spring see-saw.

Mr. Smith has now replaced the rotten beam with a new one.

6 Internet connection

The Clerk said that she had forgotten to investigate the installation costs of an internet connection.

It was agreed to find out from Virgin Media, how much it would cost to install internet at the Community Hall.

Action: J. Allsop

7 Gritting around the Community Hall

Mr. Poulton thanked Mr. Knight for producing the laminated gritting notices, which have now been put up around the Community Hall.

8 Outside toilets

Due to the recent Christmas and New Year holidays, Mr. Poulton and Mr. Meischke had not had time to sort out the locks and signage to convert the Ladies toilet into a unisex facility.

Mr. Poulton said that he was due to go away for a month on the 17th February, and therefore he was deferring this item to the March 2012 Parish Council meeting.

Note: Mr. Poulton and Mr. Meischke have instructed Adrian Thompson to remove existing signs, put up the unisex sign on the Ladies toilet door and purchase and fit a new internal lock to the ladies toilet door.

9 Annual heating and boiler inspection

The annual boiler inspection has been carried-out by James Turner Limited and no problems identified.

10 Repairs to surround for MPPA floodlighting coin meter

As reported at the November 2011 meeting, there were two incidents of vandalism to the floodlighting coin meter box housed on the external wall of the Community Hall's meeting room. These incidents were reported to police and Mark Lee completed the repair work.

Mr. Poulton thanked Mr. Meischke for installing an iron bar across the back of the meter box to prevent the machine from being stolen.

11 Chairman/Trustees report

Mr. Poulton report on the following addition items

- **Graffiti on wall outside**

There is white painted graffiti sign on the inside face of the brick wall adjacent to School Lane. Mr. Stock said it was imperative to remove it, if possible, because graffiti will attract more graffiti.

Mr. Poulton said that the Community Hall graffiti remover can only be used on smooth surfaces.

Mr. Meischke suggested that we try to remove the graffiti with a wire brush.

The Clerk to investigate how to remove paint from brick walls.

Action: J. Allsop

Note: Mr. Poulton and Mr. Meischke have instructed Adrian Thompson to try and remove the graffiti from the wall.

- **Missing brick in Community Hall wall**

There is a brick missing in the Community Hall wall facing School Lane.

Mr. Poulton to ask Adrian Thompson to replace it.

Action: N. Poulton

Note: On further inspection five bricks were missing.

- **Kitchen door closure**

The kitchen door closure has broken and is potentially dangerous because it now closes with force. This has now been removed. It was agreed that Mr. Poulton should purchase a replacement closure and arrange for it to be fitted.

Note: Mr. Poulton and Mr. Meischke have asked Adrian Thompson to buy and fit the replacement closure.

- **Roof vent**

One of the roof vents, on the main entrance side of the Community Hall, needs refitting.

The clerk to contact City Roofing to ask them to re-fit the vent.

Action: J. Allsop

- **Meeting room**

The meeting room has not been cleaned for several weeks/months. Debris from over a month ago, when Mr. Meischke fitted the iron bar to the back of the coin meter box, is still evident.

Mr. Meischke to speak to the cleaners.

Action: J. Meischke

- **Floor cleaner**

Mr. Poulton said that the 2012/13 budget includes funds for the purchase of a floor cleaner for the Community Hall.

- **Floor covering for Main Hall**

It is likely that the Abel Smith Estate will be loaning the Community Hall Trustees ply-wood to cover the Main Hall flooring for the Queen's Jubilee celebration on Sunday 3rd June.

The Trustees discussed the possibility of purchasing a protective floor covering for the Main Hall to widen the scope of hiring usage, which is currently limited because only sports footwear or bare feet are allowed in the hall.

If purchased, the floor covering could be stored in the disused gent's toilet until space becomes available in the Community Hall when an extension is added. Mr. Meischke to look into the cost of floor coverings.

Action: J. Meischke

- **Community Hall extension**

Mr. Poulton discussed with the Trustees the options available for extending the Community Hall to allow additional storage space and adding a covered area outside the Main entrance to allow pushchairs and prams to be stored outside rather than in the main corridor.

- **The meeting closed at 1035.**

- **The date for the next Community Hall Trustees meeting is Tuesday 3rd April at 1400**