

**Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 10<sup>th</sup> July 2012**

Present: Mr. Nigel Poulton (Chairman) Mr. John Meischke  
 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 3<sup>rd</sup> April 2012**

The minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 17<sup>th</sup> April 2012.

**3 Isolation valves**

James Turner Limited has fitted an isolation valve to the Gents toilet off the changing room corridor. The other four internal toilets already have them fitted.

**4 Decommissioned outside gents toilet**

It was reported at the May Parish Council meeting, that Adrian Thompson had now removed all the white goods from the former outside Gents toilet.

Mr. Poulton said we ought to consider what to do with this space. He said he offered it to the Beane Valley Children's Centre instead of using one of the referees changing rooms, but they were reluctant to use it.

It was agreed to wait for a possible use for the decommissioned gents toilet, before considering painting the floor. Mr. Meischke said it would also allow the floor to dry out completely.

Mr. Smith asked if the loft ladder used by Mr. Boddy was fit for use and raised concerns that it could cause a potential accident. Mr. Meischke said that the loft ladder, which is attached to the hatch door, gets rough use and had been repaired from time to time. Mr. Poulton and Mr. Meischke agreed to inspect the loft ladder and report their findings.

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

It was agreed not to offer the decommissioned gents toilet space to Dave Boddy.

**5 Insurance claim**

The Community Hall Trustees were successful in their insurance claim for damage caused by the boiler water leak. Ansvar awarded £799.33 for the damage and a further £39 for loss of Community Hall income

**6 Report on Oak Tree on Sportsfield**

See item below.

**7 Reallocation of bench**

At the June 2012 Parish Council meeting, it was agreed to take C-Trees advice to remove the memorial bench adjacent to the sportsfield Oak tree and relocate it in a safer position. The Trustees and Mr. Smith to agree an alternative location directly following this meeting.

**Action: Trustees/M. Smith**

Mr. Knight confirmed that Michelle Hart, who donated the seat in memory of her husband, had received the Parish Council's letter and is happy for the seat to be relocated.

It was suggested that Trevor Blacktin's son Mark be asked to remove the seat and re-install it on a concrete base.

**Action: N. Poulton**

**8 Family fun Day**

Mr. Poulton said that Tracy Birks, who is a member of the Methodist Church, is running a Community Fun Day for children in the village on Wednesday 22<sup>nd</sup> August.

At the May Parish Council meeting, Mr. Poulton asked if these facilities could be made available free of charge or for very little cost, because the organisation is a charity. This was not agreed by the Parish Council, however, Ms. Birks was expecting to pay for the facilities anyway.

**9 Painting floor in unisex toilet**

Adrian Thompson had not been able to paint the unisex toilet floor yet, but will do the work within the next month.

Mr. Poulton said that at the May 2012 Parish Council meeting, it was reported that Adrian Thompson had quoted £100 to paint the floor in the unisex toilet. However, his verbal quotation only covers labour costs and the materials will be approximately £30 extra. The Trustees agreed they were happy to proceed with the work.

## 10 Painting kitchen

The Community Hall kitchen will be painted sometime during the week 16<sup>th</sup> – 20<sup>th</sup> July.

The Clerk to check the diary and confirm that the facilities are not in use.

**Action: J. Allsop**

## 11 Painting exterior

The weather has been too wet to allow the exterior painting to be done. This work will be done when there is a dry spell of weather.

## 12 Storage and pram extension for Community Hall

Mr. Poulton said that Trevor Blacktin e-mailed him an approximate costing of £30,000, for budget purchases only, for the building of the Community Hall storage and pram shelter. A copy of the plans were included in the April 2012 Community Hall Trustees minutes.

Mr. Poulton said that he hoped that as soon as sufficient funds are available from the New Homes bonus, this item would be given priority by the Parish Council. Parents are currently leaving their pushchairs and prams inside the main entrance of the Community Hall, especially during wet weather, and this is a health and safety issue.

## 13 Fire Inspection

Herts Fire Protection carried out the annual fire inspection on 26<sup>th</sup> June 2012.

## 14 Dates for gas and electricity inspection

Mr. Meischke said he had contacted D. P. Electrics asking them to replace the damaged emergency light over the exit door onto the School Lane side of the Sports Hall. The cost of supplying and installing the new unit will be approximately £50.

Mr. Poulton said that he wanted to get all the annual inspections carried out at the same time of year and therefore suggested that the gas and electricity inspections are done now and not later in the year. This was agreed by all present.

Mr. Meischke to ask D P Electrics to do the annual electrical inspection whilst they are on site replacing the emergency light.

**Action: J. Meischke**

The Clerk to ask James Turner Limited to do the annual inspection of the boiler and heating system.

**Action: J. Allsop**

## 15 Blinds

Ashley Blinds have now repaired all the broken blinds in the Pavilion.

## 16 Emergency information

Mr. Poulton e-mailed all Parish Councillors a list of the controls to be used in the event of an emergency at the Community Hall, e.g. location of mains water and electricity supplies.

Prior to the start of this meeting, Mr. Poulton took all present round the Community Hall to show them where the emergency controls were located and how they worked.

## 17 Dates for the coming Civic Year

The following meeting dates were agreed.

- Tuesday 9<sup>th</sup> October 2012
- Tuesday 8<sup>th</sup> January 2013
- Tuesday 9<sup>th</sup> April 2013
- Tuesday 9<sup>th</sup> July 2013

The above meetings will be held in the afternoon, the actual times to be agreed at a later date.

## 18 Chairman's Trustee's Report

### • Refuse sacks

Mr. Poulton said that the cleaners have been using the East Herts Council pink refuse sacks, which are meant to litterpicking purposes only. The Clerk said she had recently purchased some black sacks for the Community Hall.

The Clerk to inform Rosemary Brown not to use the East Herts Council pink refuse sacks.

**Action: J. Allsop**

- The meeting closed at 1637.