

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 9th October 2012

Present: Mr. John Meischke Mr. Ian Knight
Mr. David Stock The Clerk (Mrs. Jane Allsop)

1 Apologies for absence

Apologies for absence: Mr. Nigel Poulton.

2 Minutes and report of meeting held 10th July 2012

The minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 17th July 2012.

3 Report on Oak Tree on Sportsfield

The Trustees discussed the possibility of installing a low-level fence around the base of this Oak tree (and in accordance with the tree's canopy) to deter members of the public from sitting under it.

Ms. Waltham is looking into appropriate wording for a warning sign to be installed under the Oak tree.

During the September Parish Council meeting, it was agreed that the fencing around the Oak tree should be an item for discussion on the agenda for the October Parish Council meeting.

Trustees recommendation: The Parish Council installs a low-level fence around the Oak tree.

4 Reallocation of bench

Re item 3 above, Mark Blacktin has relocated the memorial bench so it is further away from the Oak tree's canopy.

5 Unisex toilet

Adrian Thompson has painted the unisex toilet floor and stopped the internal door from jamming.

6 Painting kitchen

Bob Adams painted the kitchen at the end of July.

7 Painting exterior

Bob Adams has completed the scheduled exterior-painting of the Community Hall.

The Clerk said that the former Gent's toilet-door needs painting where the sign has been removed.

Mr. Meischke to inspect.

Action: J. Meischke

8 Storage-and-pram extension for Community Hall

Mr. Meischke said that Mr. Poulton has been the driving force in obtaining rough drawings and cost estimates for the proposed storage-and-pram extension to the Community Hall.

As reported during the July Trustee's meeting, Trevor Blacktin had estimated that the approximate cost of the extension to be in the region of £30,000.

Currently there are insufficient funds available to consider extending the Community Hall, so this item will be discussed again when sufficient New Homes Bonus funds become available.

9 Boiler and electrical inspections

James Turner Limited has completed the annual boiler inspection and D P Electrical has carried out the annual electrical inspection. No faults were reported.

10 Loft Ladder

Mr. Meischke has purchased and fitted a new catch to the loft ladder in the changing-room corridor.

11 Damage to brick wall adjacent to the Community Hall

On 24th September, Ted Brown informed the Clerk that the brick wall between the Community Hall and School Lane had been vandalised. This was reported to the police and Mark Blacktin subsequently repaired the damage.

12 Playground sign

As requested during the September Parish Council meeting, the Clerk e-mailed the RoSPA's suggested wording for play-area signage to Mr. Harris. Mr. Harris responded as follows.

'If Rospa say signage is a legal requirement, I am not going to argue with it.

I think we need a sign that covers what it recommends. I read this as name of operator and contact details.

Given that their guidance dates back to 2004, I think the public telephone provision has been overtaken by the fact that nearly everyone now has a mobile.

The Parish Council ought to decide where the sign should go. My idea would be a small clearly visible and readable difficult to remove metal sign on one of the pieces of apparatus.

Perhaps the item should go on the agenda.'

The Trustees agreed to discuss the playground signage with Mr. Harris during the October Parish Council meeting.

13 Service of see-saw

Mr. Meischke said that he and Mr. Smith had inspected the see-saw and agreed that it should be serviced because it was squeaking. Refer to item 15.

14 Replacement bolt covers for spring see-saw

The annual playground inspection highlighted the need for replacement bolt covers for the spring see-saw. Refer to item 15.

15 Safety surface under the Rainbow multi-play and slide

The safety surface at the bottom of the steps on the rainbow multi-play and slide is damaged and needs repairing.

The Trustees instructed the Clerk to contact Wicksteed Leisure for a quote for the following work.

1. Service the large see-saw (which is squeaking)
2. Repair the safety surface under the rainbow multi-play and slide
3. Replace the missing bolt covers on the spring see-saw.

Les Pace, Wicksteed Leisure, then e-mailed us on 8th October as follows.

"Thank you for the quotation request. Here is the information required.

To repair the damage to the surfacing in the images sent you will require

1 x 6130-201 Black top layer repair kit @ £50.00

Labour cost to lay the repair kit @ £160.00

Also, this cost will cover to check spring see saw and lubricate & fit replacement bolt covers,

Unfortunately, we cannot guarantee the colour of the replacement covers.

Finally, dependent on the findings of the Inspector, additional works may need to be quoted for to the See Saw if other faults are found.

Total cost excluding VAT = £210.00

Please let me know if you wish us to carry out this work."

The Clerk obtained Mr. Filer's approval that the above quotation should be accepted. Mr. Meischke, Mr. Stock and Mr. Knight were also in favour and the Clerk was instructed to accept Wicksteed quotation accordingly.

Action: J. Allsop

16 Installation of smart electric-meter

A smart meter was due to be fitted at the Community Hall today. However due to unforeseen circumstances, the installer was unable to keep this appointment.

17 Review of Village Hall Hire Agreements

Claire Pullen, East Herts Council, e-mailed on 2nd August, forwarding some concerns re hire agreements and deposits, raised by Hunsdon Parish Council. Mr. Meischke said that Mr. Poulton had asked for this item to be put on the Trustees agenda.

The Trustees discussed the contents of the e-mail and agreed that most of the points raised did not apply to the Community Hall and no further action is required at this time.

18 Community Hall keys

The Clerk said that Richard Stringer (one of the regular Main Hall hires) has given up his Sunday booking. Mr. Stringer paid a donation to cover the cost of a set of keys to be held by him for the duration of his regular hiring; although no agreement had been signed for these keys. It was agreed that the Clerk asks Mr. Stringer to return the Community Hall keys to us as soon as possible. **Action: J. Allsop**

The Trustees discussed the obvious security problems that could arise if regular hirers who have made a donation to cover the cost of a set of keys to be held in their possession do not return them when they stop using the Community Hall facilities. Therefore, after discussion about now and the future, the Trustees agreed that we need to adopt a policy whereby all such hirers sign an agreement that their donation to cover the cost of the keys is non-returnable and the keys remain the property of the Community Hall Trustees. This agreement would be in addition to the normal Key-Holder Agreement.

Trustees recommendation: The Parish Council agree to an additional agreement being prepared up for regular hirers who have paid a donation to cover the cost of having a set of keys cut.

19 Cleaning of the Community Hall

Mr. Meischke said that due to a mix up in duties, both Rosemary Brown and Brian Thompson have been cleaning the Pavilion, kitchen, main corridor area and toilets each Tuesday. Rosemary cleans this area first thing in the morning, and regardless of whether or not the facilities have been used, Brian then does it again in the afternoon, flushing away any unused loo cleaner and refilling the toilet bowls with bleach.

Mr. Meischke said that he had met with Rosemary to discuss her cleaning duties and had come up with the following recommendations.

Rosemary Brown:

Monday to Friday:

- Sweep the Main Sports Hall when required.
- Clean all of the Pavilion and Kitchen area as required.

First Tuesday of Every Month:

- Clean the Meeting Room as required.

Brian Thompson:

Monday:

- Sweep the Path surrounding the Community Hall.
- Brush and wash the floors, walls tiles and paint work to all of the changing-room areas.
- Sweep and clean the external toilet.
- Ensure there is toilet paper and soap in all toilets.
- Empty all Bins.

Tuesday or Wednesday:

- Check the areas cleaned on Monday and clean where necessary.
- Sweep the main Sports Hall Floor and wash as required every week.
- Ensure that there is toilet paper and soap in all toilets.
- Empty all Bins

Mr. Knight and Mr. Stock approved Mr. Meischke's recommendations.

Mr. Meischke to prepare the new work-schedules and give them to Rosemary and Brian.

Action: J. Meischke

20 Chairman and Trustees Reports

None.

- **The meeting closed at 1537.**