

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 9th April 2013

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

1 Apologies for absence

Leave of absence: Mr. Nigel Poulton.
 Apologies for absence: None.

2 Minutes and report of meeting held 8th January 2013

The minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 15th January 2013.

3 Report on Oak Tree on Sportsfield

C-Trees installed the cobra bracing to the Oak tree on the sportsfield during late January.

4 Unisex toilet

During the November 2012 Parish Council meeting, Mr. Meischke reported that the paint on the external toilet-floor is lifting and had agreed to ask Adrian Thompson to rectify the problem. However, the work has not been done due to the on-going cold weather. **Action: J. Meischke**

5 Extension to the Community Hall

Mr. Meischke said that it is becoming increasingly important to provide storage for the chairs, tables and other items currently housed in the Pavilion so that hirers can make maximum use of the space available. Consideration also needs to be given to need for the temporary storage of prams and pushchairs, i.e. as required during periods of hire.

After discussion, the Trustees agreed that the best course of action is to discuss the requirements for an extension to the Community Hall with Trevor Blacktin (who did the original design work for the building) with a view to having detailed drawings and estimates prepared by him. Upon receipt of the plans and estimates of the costs involved, a decision can be made with regard to the priority of the project and the source(s) of funding to be pursued.

Recommendation: The Trustees to meet with Trevor Blacktin to discuss the requirements and ask him to prepare detailed plans and cost-estimates. Prior to the preparation of the full and detailed plans, an outline drawing(s) will be produced and presented to the Parish Council for comment and approval.

6 Damage to brick wall adjacent to the Community Hall

During Parish Council meeting in January, it was agreed to rebuild the damaged brick wall but only up to the point where it will be in-line with the Community Hall wall (thus being shorter than it was). A metal barrier would then be installed for the remaining section to protect people using the footpath to the toilets and changing rooms, and reduce the risk of the wall being damaged by vehicles using the car park.

Mark Blacktin has rebuilt the brick wall and installed the new barrier. Mr. Meischke said that the size of the bricks differs from the original ones and therefore the wall appears to slope. Also, Mr. Harris noted that the newly-concreted area around the inspection hatch adjacent to the barrier is a potential trip-hazard and needs to be raised and levelled.

Mr. Meischke to instruct Mark Blacktin to rectify the problem. **Action: J. Meischke**

Mr. Smith said that the sportsfield grass is encroaching onto the footpath adjacent to the Community Hall.

Mr. Meischke and Mr. Smith to inspect the footpath. **Action: J. Meischke/ M. Smith**

Recommendation: Trip-hazard checks to be included in the six-monthly check of the sportsfield (which also includes the Community Hall).

7 Sportsfield playground sign

Mr. Meischke said that 1st Call signs have advised him that the playground sign is ready for collection. The sign reads as follows.

‘Watton-at-Stone Parish Council provides this playground for children under 14 years.

Please enjoy it with care and consideration for yourselves and others.

If you see any problems, please contact the Parish Clerk - clerk@watton-pc.org.uk.

For emergency services ring 112.’

Mr. Meischke to collect the sign and arrange for it to be installed.

Action: J. Meischke

8 Service of see-saw

Because it was squeaking, Wicksteed Leisure serviced the see-saw during the Autumn 2012. However, as reported during Parish Council meeting in March, the see-saw is squeaking again.

It was agreed to inspect the see-saw again during the Autumn.

Agenda: 09/2013

9 Floodlighting charges

During Parish Council meeting in January, it was reported that since February 2007 the floodlighting timing-mechanism has been set to 8 minutes per £1. On further investigation, it was found that this change was made during April 2009 and not February 2007.

The following is an extract from the minutes of the Parish Council meeting held in March 2009.

‘The current cost for floodlighting was raised to £1 for 10 minutes in April 2007. However, since then there has been a large increase in electricity costs. Mr. Poulton suggested that the floodlighting charge be increased to £1 for 8 minutes. Mr. Knight said he would prefer an increase of £1 for 9 minutes.

Parish Councillors unanimously voted (with a show of hands) an increase of £1 for 8 minutes. It was therefore not necessary to take a vote on an increase of £1 for 9 minutes.

Mr. Poulton and Mr. Meischke to adjust the coin operated machine after 1st April 2009.’

The Trustees discussed floodlighting charges and agreed that a detailed break-down of costs should be undertaken before the Parish Council discusses the matter again during its meeting in July.

Action: I. Knight/J. Meischke

10 Community Hall keys

Michael Lewis (A. P. Access) has supplied and fitted two identical security-locks to each of the external doors to the Community Hall.

11 Outside lighting and CCTV

During its meeting in January, and in response to a complaint from local resident Harry Slater, Parish Councillors discussed the possibility of improving the lighting around the Community Hall and installing CCTV cameras. Having sort advice from the police, the Parish Council agreed that the best location for a new lighting column would be half-way between the play area and the Community Hall, adjacent to the railway sleepers on the sportsfield side.

Parish Councillors approved the purchase of a lighting column during its meeting in March and Mr. Smith was instructed to purchase the item and arrange for its installation (which includes digging a trench from the lighting column to the Community Hall to enable the connection of a power supply).

Mr. Smith said that the lighting column will be installed by Blue Bury Contractors tomorrow together with all of the appropriate cabling.

Action: M. Smith

D. P. Electrics to be instructed to connect the lighting column to the Community Hall. **Action: J. Meischke**

12 Pavilion chairs

Mr. Meischke said after discussion with the Clerk about the condition of the seats in the Pavilion, Rosemary Brown was asked to clean them all. This work has been completed and although there is a definite improvement, the seats are not in a totally satisfactory state.

The Trustees agreed that this style of cloth-seating is not suitable for use by small children (e.g. the seats tend to get covered in food deposits, paint and glue). Although it was agreed that new seating is required, it was felt that ideally any such purchase should be considered after the proposed extension to the Community Hall had been completed. In addition to stackable cloth-covered chairs, new seating could include vinyl-covered folding chairs stored on hanging-racks.

13 Child-protection policy

Mr. Stock said that, as agreed during the Parish Council meeting in March, he had completed the application form for the Trustees to become members of CVS for Broxbourne and East Herts. This is with a view to getting the Clerk CRB-checked and appointed as the Community Hall's Child-Protection Officer. He pointed out that although there are normally 4 Trustees, the form only included the details of himself, Mr. Meischke and Mr. Knight.

Mr. Stock is now in the process of comparing our child-protection policy with the version supplied by CVS for Broxbourne and East Herts to determine whether or not we need to make any revisions.

14 Annual Trustees report for 2012/13

Mr. Meischke said that he and the Clerk are in the process of preparing the report to be read out during the Annual Meeting of the Parish Council on 21st May.

15 Chairman and Trustees Reports

- **Appointment Trustees**

Mr. Harris had been invited by the Trustees to attend their meeting on 9th April with a view to him being appointed a Trustee.

It was agreed to regularise the appointments of the existing Trustees and appointment of Mr. Harris by means of appropriate documentation, and if needed, a Deed of Amendment under Clause Z to make clear that only members of the Watton-at-Stone Parish Council could be appointed Trustees and that such appointments should be made and or ratified at the first meeting of the Trustees in each municipal year.

The meeting closed at 1445.