

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 6th August 2013

Present: Mr. Iain Harris (Chairman) Mr. Ian Knight
 Mr. John Meischke 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 9th April 2013

The minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 16th April 2013.

3 Chairmanship

Mr. Meischke reminded the Trustees that since Mr. Poulton was not re-elected as a Trustees in May 2013, the Watton-at-Stone Community Hall Board of Trustees no longer had a chairman.

Mr. Harris reminded the Trustees that he had been appointed as a Trustee and at the same time existing Trustees were reappointed, with the exception of Mr. Nigel Poulton.

Note: Refer to item 8 of the May 2013 minutes of the Annual Meeting of the Parish Council - Appointment/Reappointment of 4 Parish Councillors as Community Hall Trustees.

Mr. Meischke proposed that Mr. Harris be elected as Chairman of the Watton-at-Stone Community Hall Board of Trustees. Mr. Stock seconded the motion and Mr. Knight was in favour. Mr. Harris was duly appointed as Chairman.

Mr. Harris took the Chair.

4 Storage and pram extension for Community Hall

Mr. Harris asked Mr. Meischke to report on this item.

• **Storage**

Mr. Meischke said that he and Mr. Smith had met with a builder yesterday, who gave them a rough ballpark figure for moving the back wall that separates the internal and external cupboards.

A large opening (not the full width of the cupboards) to create an archway would be made in the existing wall and an RSJ beam installed, because the wall that separates the two cupboards is load bearing. A new wall would then be created to make the external cupboard approximately half its current depth. This wall could be made completely of concrete breeze-blocks, as per the rest of the Community Hall interior brick work, or a stud wall could be constructed. The ball park figure for the brick wall option is £1,900 and the stud wall is £1,500. This includes labour, materials and the use of a skip. The breeze block option is a slower process because only six blocks high can be laid at a time. Any higher than this and the weight of the blocks would push out the mortar between the bricks.

The Trustees agreed that a brick wall would be more practical because it is a more permanent solution and allows items to be hung on either side of the wall, i.e. shelving and the 5-a-side goal posts.

Although the wall separating the internal and external cupboards is load bearing, no planning permission is required to make the proposed alterations.

Mr. Meischke and Mr. Smith to obtain quotations from a minimum of two builders.

Action: J. Meischke/ M. Smith

• **Pram extension**

Mr. Smith agreed to find out the cost of suitable pram extensions to be installed adjacent to the path leading from School Lane to the main entrance of the Community Hall. Mr. Smith said that the ground would need to be levelled and a brick wall installed, which could be used as part of the construction for the buggy park.

Action: M. Smith

Mr. Meischke said that the Clerk had contacted East Herts Council regarding the small grants applications. She said that the Community Hall could not apply for the current round of applications as they are for running costs only. The Watton-at-Stone Youth Drop Inn has currently applied for £500 grant from these funds.

However, there is another round of grant funding available in December this year. The grants are for up to £9,000 and require 50% match funding. Alternately, a full grant would be awarded for application under £2,000.

It was agreed that the Watton-at-Stone Community Hall Trustees would apply for a grant towards the cost of the pram storage and the storage room alteration.

5 Floodlighting charges

Mr. Knight said that he was asked (at the Trustees meeting held on 9th April) to calculate the cost of the floodlighting usage and he e-mailed his finding to all Trustees on 16th April as follows

‘As requested at the last Trustees Meeting on 9th April, I have calculated the cost and margins on the charge for floodlights at the MPPA /Tennis Courts.

The income from Floodlights in 2012/2013 was £1510, with the meter setting at 8 minutes for £1.

This equates to an operating or running time of 201 hours. The total lamp energy is 16kWh (8 bulbs each 2 kW) and the unit electricity cost was 13.02p per kWh. The total cost of the electricity used is £419.

If an allowance is made for a yearly cost for bulb replacement at £400 (£240 for 2 bulbs plus £160 for the site visit and labour) this still leaves a net surplus as income to the Parish Council of £691.

If the meter setting were changed to 7 minutes for £1, the income from floodlights would increase by 15% to £1736.

This would result in an additional net surplus of £226, taking the total surplus from £691 to £917.’

The Trustees agreed the following.

Recommendation: the Parish Council does not increase the floodlighting charges and they remain at the current meter setting of 8 minutes for £1.

6 Outside lighting

The outside lighting column has been fully installed and seems to be having the desired effect of keeping this area well illuminated.

7 Pavilion chairs

The Trustees agreed at its April meeting that new seating is required as the current cloth seats are heavy and not suitable for use. It was agreed that in addition to stackable cloth-covered chairs, new seating could include vinyl-covered folding chairs stored on hanging-racks. This item to be raised again after the storage arrangements in the Community Hall have been altered.

8 Child protection policy

Mr. Stock reminded the meeting that he was asked by the Parish Council/Trustees to review our current Child-Protection Policy and then compare it with the version produced by CVS for Broxbourne and East Herts to determine whether or not we needed to make any revisions.

Having completed his review he had questions about the content of our current policy and it was not at all clear to him what its purpose was. That said, he went ahead and produced a first proposal of a new Child-Protection Policy which covered many of the points contained in the two source documents, albeit in a restructured form. He then e-mailed his first proposal to the other Trustees on 2 July 2013 and said that this should, at this stage, be considered as a discussion document only and was subject to further debate.

The Clerk said that our current Child-Protection Policy was introduced when Mr. Poulton had informed the Parish Council and Trustees of the need to have a Child-Protection Policy and a Child-Protection Officer. The Parish Council and Community Hall Trustees had approved a policy he had produced. He was then appointed as the Community Hall Trustees Child Protection Officer.

Mr. Stock then raised a number of points to illustrate his concerns and questions about the purpose and content of the revised and re-structured document. This was followed by much discussion.

The Trustees agreed that it was imperative to ensure that the people who hire the building have a Child-Protection Policy in place. (This does not apply to casual hiring for children’s parties etc, although clause 1 of the current hire agreement does state ‘Whenever there are children present at an event in the Community Hall or sportsfield, the hirer shall appoint a person responsible for their protection.’)

It was also agreed that before any further work is done on the revised Child-Protection Policy we need clarification as to whether or not the Trustees have a legal responsibility to have a Child-Protection Policy and a Child-Protection Officer. And if so, what should such a policy cover.

The Clerk to find out more about the Guidelines on Child Protection from CVS for Broxbourne and East Herts and also from East Herts Council.

Action: J. Allsop

9 Playground sign

Mr. Meischke confirmed that he had now installed two playground signs.

10 Playground equipment – fundraising

The Trustees approved a draft response to Phillip Scott's e-mail received today.

The Clerk to e-mail Philip Scott accordingly.

Action: J. Allsop

11 Playground equipment and safety surface repairs

The Clerk to chase Wicksteed Leisure re repairs to the safety surface and the wooden ramp on the multi-play equipment at the sportsfield play area.

Action: J. Allsop

12 Annual Return for the year ended 31st March 2013

It was agreed that the Clerk should submit the Annual Return for the year ended 31st March 2013 and upload the approved Trustees report and the accounts as audited by McCash and Hay.

Action: J. Allsop

13 East Herts Council – Small grants

Refer to item 4 - Storage and pram extension for Community Hall.

14 Repairs to the Community Hall

Mr. Meischke reported on the items identified in the 6-monthly check (carried-out in June) as requiring attention.

- **MPPA** - Mr. Knight is obtaining quotations for replacement fencing and replacement kicker-boards made of high density wood-effect plastic.
- **Rainbow Multi Play and Slide** – the Clerk has e-mailed Wicksteed Leisure requesting a quotation to repair the safety surface under this equipment and replace the wooden ramp. No reply has been received.

The Clerk to chase.

Action: J. Allsop

- The following work has been completed in the Community Hall
 - Tables in table trolley have been cleaned.
 - The Pavilion blinds have been refitted as required.
 - The Pavilion clock has had a new battery fitted.
 - The time-clock for the external toilet lights has been adjusted.
 - Several toilet seats were loose and have been re-fitted.
 - The kitchen urn, which was not heating water properly, has been disposed of and a large kettle purchased in its place.

- Items outstanding :

- First aid kit requires an eye wash and eye wash bath.

The Clerk to purchase a replacement eye wash bath.

Action: J. Allsop

- Roof – The Clerk contacted City Roofing re broken roof slates and white tape that has appeared on the roof, however they have not contacted Mr. Meischke to arrange to meet him on site. The Clerk to chase.

Action: J. Allsop

The Clock in the main hall requires a new battery. Mr. Meischke to fit.

Action: J. Meischke

15 Dates for the coming Civic Year

Mr. Harris agreed to e-mail the Trustees four dates for provisional meeting in the civic year 2013/14.

He said that due to his work commitments, he might need to alter some of these meeting nearer to the time. All trustees expressed their willingness to be flexible about changing meeting dates.

All Trustees were also happy to continue with meeting be held at 1400.

Note: Mr. Harris e-mailed the Trustees the following meeting dates.

- Wednesday 9th October 2013
- Tuesday 14th January 2014
- Tuesday 8th April 2014
- Tuesday 8th July 2014

16 Changes in banking personnel

At the July Parish Council meeting, the Clerk was instructed to arrange for Mr. Nigel Poulton's name to be removed from all the bank accounts relating to the Parish Council and Community Hall Board of Trustees.

The Clerk suggested that Mr. Harris could be added to the Watton-at-Stone Community Hall Trustees account in place of Mr. Poulton. She informed the Trustees that currently Mr. Filer was also a signatory on this account and that Santander (or it could have been the previous owners, Alliance and Leicester) had merged the Parish Council and Community Hall signatories which allowed Mrs. Dinnin to sign Community Hall cheques as opposed to just the Parish Council ones. In addition, Mr. Knight who originally just a signatory on the Community Hall accounts can also sign Parish Council cheques.

Mr. Harris suggested he considered best practice was for the mandate to require two signatures of which one was a trustee and the other the Clerk. It was agreed to seek guidance from Mrs. McCash as to whether it was appropriate for a non trustee (other than the Clerk) to be an authorised signatory on the charity's bank account.

This item to be placed on the Parish Council for its meeting in September.

Action: J. Allsop

17 Chairman and Trustees Reports

None.

The meeting closed at 1523.