

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Thursday 14th November 2013

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

1 Apologies for absence

Apologies for absence: None.

2 Minutes and report of meeting held 6th August 2013

The Trustees approved the minutes.

3 Storage areas/lighting

It was agreed at the October Parish Council meeting to accept David Reynolds quotation of £1884 for moving the wall that separates the internal and external cupboards so that the external cupboard is halved in depth. This work has now been completed. Additional work was required to raise the floor in the area added to the internal cupboard to make it level with the existing flooring. This work was done by Mark Blacktin at a cost of £120. There was no cost for the wood because it came from the crate that was used to protect the Supernova equipment whilst on delivery to play area.

D. P. Electrics have altered the lighting in both cupboards because when the wall was moved one of the lights that was in the external cupboard became part of the internal one.

Prior to the start of the meeting, Mr. Meischke showed the other Trustees the new internal storeroom.

Mr. Knight said that brackets need to be fitted at the rear of the external cupboard to enable the goal posts to be hung up. Mr. Meischke said he would look at this with Mr. Smith when he was on site over the weekend.

4 Gas and boiler annual inspection

Mr. Meischke said that James Turner Limited have carried out the annual inspection of the boiler and heating system. During their inspection, they identified that the hot water boiler needs replacing. They have verbally quoted £3690 (plus VAT) to install an alternative system to the hot water boiler. It would be a pressurised water system using the existing two boilers. However, before it can be considered for installation, some water flow tests will need to be done. The 14 showers are only used at weekends after football or Cricket matches and on Tuesday evening for football practise. However they are all in use at the same time and therefore the hot water demand is very high.

Mr. Meischke said that he has been trying to obtain the names of alternative contractors to quote for the work. The Clerk obtained the names and contact details of the plumbers for both Wodson Park and Odyssey Health and Racket Club, however their details could not be found on the internet and Mr. Meischke suspects that they are not the original installers of the heating systems and only maintain it.

An on-line request has been sent to Murdock Heating services in Watford asking them to inspect and survey the current system.

The Clerk to contact Claire Pullen to ask her to email her Village Hall Network members to find out if any of them have recently installed new heating systems at their halls. **Action: J. Allsop**

Mr. Meischke to contact British Gas. **Action: J. Meischke**

Mr. Knight to contact Inspired Facilities, who are responsible for funding new facilities, to find out if they know of any specialised plumbing contractors. **Action: I. Knight**

5 Pram and buggy storage

All Trustees were forwarded the following email from Lif Bishop (Beane Valley Children's Centre) dated 11th November.

'I have spoken to the staff about using the committee room for the buggies and they feel that it would not be practical, even without having to move the tables, as those in first would not necessarily leave last and the doorway would be a bottle neck.

We have come up with an alternative solution which is for us to buy a large tarpaulin to put into the sports hall for parents to park their buggies there. We could also lend it to Dots and Tots for the same use. If we put it to the left of the door to the sports hall, the buggies would be out of the way and it would still leave sufficient room for the children to play, and would not be a safety hazard, and would keep the floor clean.

Please could you put this suggestion to the hall committee and see if they are happy with it before I purchase a tarpaulin.'

The Trustees were all in agreement that Lif Bishop's suggestion would not work and ultimately the Main Hall would land up being covered in mud and the floor surface damaged.

It was agreed to email Lif Bishop informing her of the Trustees decision.

Action: J. Allsop

Mr. Harris suggested the installation of a retractable canopy, similar to those used outside shops.

Mr. Meischke agreed to investigate the cost implications.

Action: J. Meischke

6 Pavilion chairs

Mr. Meischke said that that some of the fabric seats are looking in a poor condition.

It was agreed to remove any seats that are in poor condition and also reinstate the old plastic seats, which are currently in the loft. The plastic seating is more suitable for use at children's events as they are easy to keep clean and lighter to move around.

The Trustees will look into purchasing new seating at a later date, including the option of folding chairs that can be stored on racks.

7 Kitchen cupboards

As reported at the September Parish Council meeting, new kitchen top cupboards, donated by Mr. Smith's daughter, have been fitted above the sink run of the kitchen worktops. Mark Blacktin fitted the cupboards for £85.

8 Safeguarding children's policy

The Trustees discussed this item at length and questioned the need for either Parish Council or Community Hall Trustees to have a Safeguarding Children's policy.

It was agreed to ask Margaret Stanley, who works a bursar at Presdales School, for some guidance.

Action: I. Harris

9 Annual playground inspection/Playground equipment and safety surface repairs

All trustees have been emailed a copy of the Annual Playground inspection carried out by the Playground Inspection Company on 8th July 2013.

The main items identified as requiring attention are to the Rainbow multi-play and slide as follows.

- Repair of the safety surface
Wicksteed Leisure quoted £764 plus VAT for the repair of the safety surface. As this area will need to be completely resurfaced in the next few years, two safety surface repair kits were purchased at a cost of £200 plus VAT and Mark Blacktin has been asked to carry out the repair work. Each kit includes the base spongy layer and the top coat layer. It was agreed that the repair work needs to be carried-out urgently but this is subject to appropriate weather conditions. Mr. Meischke said that the work is likely to be done within days.
- Replace the rotten timber on the log ramp board and other wooden parts
A quotation of £660.79 has been accepted from Mark Blacktin to supply and fit replacement wooden parts with marine-ply, and paint where required.

10 Installation of Supernova play equipment

As reported at the October Parish Council meeting, following the successful grant application made by the Watton-at-Stone Playground Working-Group, a new piece of play equipment, called a Galaxy Supernova, has been installed on the sportsfield. It has been well received by children of all age groups and is proving to be very popular.

The Watton-at-Stone Playground Working-Group are now in the process of fundraising for the second stage of the playground upgrades. The proposals for the second stage is to re-site the existing two springers and add two new pieces of equipment for the under-fives.

The Parish Council have agreed a grant of £1,000 towards the second phase of the project from the New Homes Bonus funding.

11 Painting of the top windows and external toilet and storeroom doors

Mr. Stock said that when he carried-out the monthly-village report in September, he identified that the exterior woodwork on the high level windows in the Main Hall needed attention as does the external toilet and storeroom doors. Mr. Meischke said that to his knowledge the high level windows have not been painted since their installation in 1995.

It was agreed to ask Bob Adams, Adrian Thompson and Peter Phillips to quote for doing the work.

The Clerk to contact Bob Adams and Mr. Meischke to contact Adrian Thompson and Peter Phillips accordingly.

Action: J. Meischke/J. Allsop

12 Chairman and Trustees Reports

- **Community Hall Trustees bank Accounts**

At the September Parish Council meeting it was agreed to change the bank authorisation so that only the four Trustees and the Clerk can be bank signatories on the Community Hall accounts (namely: Santander current account and the COIF deposit account).

All the Trustees completed the Santander change of bank signatory forms as either new and or existing signatories.

The meeting closed at 1450.