

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 8th April 2014

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 14th January 2014

The Trustees approved the minutes for Mr. Harris to sign.

3 Quotations for the painting of the top windows and external-toilet doors and storeroom doors

Mr. Meischke has been unable to make contact with Peter Phillips or Devine Decoration Services because both are away. He hopes to contact them before the Parish Council meeting on Tuesday 15 April.

4 Quotations for installation of new boiler system

Mr. Meischke has obtained the following estimates.

- James Turner Limited: “Between £5,000 and £6,000”
- F. Bentley & Company: “ In the region of £9,500”.

He suggested that there were two possibilities available to the Trustees.

One is to arrange a meeting with the chosen contractor to specifically discuss the options open to us. The other possibility is for the Trustees to attend the annual boiler-inspection in October, so they better understand the severity of the problem when the inspection plates are removed.

If, in the case of the latter, the water-heater boiler breaks down before the annual inspection, then the other two boilers will still be able to heat the water but at a reduced rate. However, the football season is almost over and the Cricket Club’s use of hot water is minimal compared with that of the Football Club.

After due consideration, the Trustees agreed to meet with James Turner Limited during the annual boiler-inspection.

The Clerk to place this item on the agenda for the September meeting of the Parish Council. **Agenda: 09/14**

5 Floor and general-cleaning update

Mr. Meischke has arranged for Total Contract Cleaners to carry-out the deep-cleaning at the Community Hall on Wednesday 23rd April. Nobody is due to hire the hall until 1630; when the Meeting Room will be in use for Maths lessons and at 1900 when the Pavilion and Main Hall are hired by the Watton Youth Drop Inn.

The Trustees agreed that if the quality of the deep-cleaning work is good, then they will consider recommending one-off cleaning sessions on a Monday morning.

It was agreed to ask Total Contract Cleaners to clean the windows whilst they are on-site for the deep clean.

Action: J. Meischke

It was agreed to obtain a quotation from Advanced Hygiene for cleaning all of the Community Hall windows, inside and out.

Action: J. Meischke

6 Child protection policy

Mr. Harris said that he and the Clerk had agreed to go on a Child-Protection training course.

This item is now a Parish Council issue until a Child Protection policy has been agreed and adopted by both the Parish Council and Community Hall Board of Trustees.

7 Vandalism and repair to the safety surface under Rainbow Multi-Play and Slide

On 19th February, Ted Brown found that one of the sections of the safety surface under the Rainbow Multi-Play and Slide that was repaired in late 2013 had been vandalised. It appeared that someone used a knife to remove the previously repaired section and throw it into the hedge. The police attended the scene later that day and confirmed that it was another case of pointless vandalism.

Mark Blacktin has now repaired the area involved.

8 Play-area improvements

Mr. Harris said that it was not appropriate for the Community Hall Trustees to discuss this item because the Parish Council had taken over responsibility for the purchase of the new play-equipment and liaising with the Fund Raisers re the grants obtained.

This item to be removed from our future agendas until the play equipment has been purchased and installed, and the Parish Council transfers ownership and responsibility to the Community Hall Board of Trustees.

9 Meeting on 2nd April with Colin Clare (Crime Prevention Officer Hertfordshire Police) re vandalism

This meeting was arranged in response to recent acts of vandalism, anti-social behaviour and drug dealing/use within the village and was attended by three Trustees (Mr Meischke and Mr. Stock), Mrs. McCash and the Clerk.

The main topic of discussion centred on the use of CCTV.

Although deeply concerned about the current drug-related problems etc. in the village, it was quickly established that the main aim of the Trustees is to protect the Community Hall and its users and not to police other areas of the village. This is the business of our local Police Force.

After much discussion it became obvious that if it was felt necessary, we need to contact a specialist CCTV-installation company for further advice with regard to our specific requirements and budget. There are also other considerations such as signage and data-protection to take into account.

Colin Clare suggested that the Trustees could consider borrowing a camera system for trial purposes. He said that one of the authorities, either the District or County Council, have a camera-system that goes out on loan in liaison with the police.

Because Sergeant Duncan Wallace is to attend the Parish Council meeting on Tuesday 15th April it was agreed to ask him for further information on borrowing a CCTV camera-system. **Action: Trustees**

10 'Dogs signs' and other signage

Mr. Meischke said that Mr. Knight had laminated two 'dog signs' as well as updated contact-detail signs for the Community Hall.

Mr. Meischke and Mr. Stock to review all signage within the Community Hall with a view to rationalizing it and improving its appearance. **Action: J. Meischke/D. Stock**

11 Pavilion chairs

Mr. Meischke asked for this item to be on the agenda and asked his fellow Trustees if we should purchase new chairs now or wait for the New Homes Bonus funding.

After discussion, the Trustees agreed that we should have a wish-list of things in need of funding. The main items on the resultant provisional list comprised the replacement boiler, new chairs, internal re-decoration and a new floor in the Main Hall.

Recommendation: These items to be drawn to the attention of the Chairman of the Budget and Finance Sub-Committee.

12 East Herts Council - Capital Grant programme

The Trustees agreed that the Community Hall would not be eligible for any funding from the Capital Grant Programme because of that available to the village from the S106 funding available from the Gatekeeper Meadow development.

13 Notices at the MPPA

Mr. Knight said that he wanted to put up another notice at the MPPA to prevent roller-staking on its surface. After discussion, the following wording was agreed.

Watton-at-Stone Parish Council
Multi-Purpose Play Area

PLEASE NOTE

To protect this specialist surface, only SOFT ball games
allowed in this facility
Strictly NO
Bicycles, Skateboarding
Or Roller-skates

1st Call Signs to be asked to make a sign, similar in size and material to that recently made by them for the MPPA. **Action: J. Allsop**

14 Affinity Water – water usage

The Clerk said that she had been contacted by Affinity Water about the Community Hall water usage during the winter period. They informed her that because the winter-period meter reading was very high, they took another reading two weeks later to see if we had a water leak. The second reading showed that there was not a leak. However, they suggested that maybe we had had a slow leak over the winter period that had somehow been resolved. This could have come from either the Community Hall building or the sportsfield. The Clerk to give the Trustees a copy of the water bill when it arrives. **Action: J. Allsop**

It was agreed to find out where the water meter for the Community Hall is situated so that monthly meter readings can be taken.

The Clerk to find out the serial number of the water meter so that Mr. Meischke can investigate the water meter's location. **Action: J. Allsop/J. Meischke**

15 Any other business

Mr. Stock raised his recent proposal to commemorate Nigel Poulton (former Parish Councillor and Chairman of the Community Hall Board of Trustees) by re-naming the Community Hall in his honour. He felt that it was important for the Trustees to agree a suitable name during this meeting so that, subject to Nigel's family being in agreement, we can present a suitable recommendation to the Parish Council during its meeting on 15th April so that the matter can be progressed without undue delay.

After a short discussion the Trustees agreed on the following recommendation.

Recommendation: The Watton-at-Stone Community Hall is re-named as 'The Nigel Poulton Community Hall'.

It was agreed to ask Mike Smith, as a friend of the family, to speak to them before any further action is taken to ensure that they are happy with this proposal.

Mr. Harris said that the charitable name 'Watton-at-Stone Community Hall' will remain unchanged and therefore the bank accounts, etc. will also be unaffected..

Mr. Stock suggested that name of the hall should appear on the front and rear sides of the building, i.e., where the entrances are and in full view.

The meeting closed at 1500.