

Minutes of the meeting of the Watton-at-Stone Community Hall Trustees held in the Community Hall on Thursday 29th January 2015 at 1100

**Present: Iain Harris (Chair)
John Meischke**

**Ian Knight
David Stock**

1. Apologies

The Clerk, Jane Allsop, was unable to attend

2. Minutes and report of meeting held 8th April 2014

The minutes were approved

3. Report on items that have arisen since the April 2014 Trustees meeting

The Clerk had circulated a Report on items that had arisen since the Trustees last meeting in April 2014 which is attached to these Minutes.

In respect of the item "Installation of two outside LED lights facing the sportsfield" the Trustees agreed that Mr Meischke would arrange for these lights to be angled downwards so that they do not shine on the sportsfield.

4. Annual inspection of play area

This inspection had been carried out and was satisfactory. The only items that need attention are the possibility of renewing swing seats and painting the swings with a longer lasting paint.

5. Weekly fire inspections and log book

The Trustees agreed that Mr Meischke would ask Rosemary Brown to keep a log book marking up that she had inspected the fire extinguishers each week, that they remained in their designated places and appeared from a visual inspection to be in working order..

6. Annual Charitable Trust return

The Clerk had electronically filed with the Charity Commission the 2013/2014 Annual Return prior to the due date of 31 January 2015.

7. Development of the Community Hall (including quotations for installing new Pavilion window frame and boiler system)

The Trustees had reviewed the Appraisal Report of Louise Beaton of November 2014. Given its length and detail the Trustees decided that it would be appropriate to defer discussion until the next municipal year when a new Council would be in place with possible changes to the trustees.

The Trustees considered that such consideration should take place at a special meeting to be open to all members of the Council.

8. Child protection policy and election of Child Protection Officer

The Trustees considered this matter in some detail. Mr Stock repeated some of his questions/concerns about parts of the "discussion document" he had been actioned to produce some time ago on this subject and the Trustees agreed that there were some grey areas that warranted further attention before a meaningful/appropriate policy could be produced. In particular we needed to be clear as to who the policy was targeted at.

Whilst they recognized that the Parish Council had at its July 2014 meeting appointed Mr Meischke CPO for both the Parish Council and the Community Hall the Trustees noted that none of them, in their elected or appointed capacity had any dealings or direct contact with children using any of the Parish Council or Community Hall facilities.

In these circumstances the Trustees decided that it was adequate for the child protection policy to be as follows:

“Our policy is that we expect hirers to adhere to a child safeguarding policy”

9. Signage in the Community Hall

The Trustees noted that this had been dealt with.

10. Community Hall cleaning

As recorded in the Report at item 3 Total Contract Cleaners had not cleaned the Hall adequately. At a meeting with Mr Meischke this was raised and the standard has now improved. Rosemary Brown has agreed to continue to clean on an ad hoc basis as and when required.

11. Gas and electricity contracts

Mr Meischke had carried out considerable research on gas pricing, both as regards the use over the last 12 months and cost going forward. Suffice it to say there is confusion as regards both of these aspects. Mr Meischke agreed to continue his research and hoped to be able to make a recommendation to the Trustees for the next year. It was noted a new contract needed to be agreed before the end of February otherwise the existing one would automatically be extended for a further year.

12. Chairman and Trustees Reports

The only matter under this item concerned the windows of the Hall in need of replacement. Estimates had previously been obtained of a cost in the region of £20,000. The Trustees preferred supplier was a steel fabricator who was going to subcontract the glazing work. The other estimates came from glazing contractors who were going to sub contract the steel fabrication.

The Trustees agreed to ask the preferred contractor to provide a firm quotation upon receipt of which they would seek agreement from the Parish Council to proceed with the works.

The meeting closed at 11.45am