

## Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Wednesday 1<sup>st</sup> June 2016 at 1630

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

### Apologies for absence

Apologies for absence: Mr. Ian Knight.

Mr. Meischke and the Clerk tried to contact Dr. Emma Waltham about this meeting but failed to do so.

### Forever Active

We have received the Partnership Agreement for the Forever Active East Herts Project between East Herts Council and the Watton-at-Stone Community Hall board of Trustees. On initial examination Mr. Stock identified some problems with his document and was therefore asked to review it in more detail and report back accordingly as soon as possible. **Action: D. Stock**

Mr. Stock to meet Mr. Meischke before the end of the week to discuss in detail the outcome of his review of the Agreement before Nigel Farren is contacted re the changes required and areas in need of clarification.

**Action: D. Stock/J. Meischke**

Mr. Meischke and Mr. Stock also reviewed the following associated Forever Active documents given to us.

- The Participants Registration form – questions/concerns about the ownership/distribution of this very personal information was raised.
- Participants Attendance register. No problem with this document.
- Local Physical Activity Champions and Support Volunteers. This was found to be ambiguous and in need of explanation by Nigel Farren.
- Quarterly monitoring report – no problem with this document.
- Satisfaction Survey: For completion by participants. No problem with this document.

Mr. Meischke to contact Nigel Farren to arrange a meeting as soon as possible.

**Action: J. Meischke**

Under the direction of Mr. Stock, the Clerk had produced a Matrix based on the information we received from our recent Survey so that we can easily identify and quantify the needs of those who expressed an interest in becoming involved in one or more activities.

Mr. Meischke said that he had analysed these results and will now produce a document to show the most popular activities to proceed with at this stage and on what days they could take place. He will then e-mail this document to all Trustees and to Mr. Smith.

**Action: J. Meischke**

Mr. Meischke to contact Toni Silverstri, the Tai Chi and Yoga coach, about the possibility of introducing additional days into the programme, e.g., Wednesdays. He will also speak to Tony Evens about the recently disbanded Carpet Bowls group.

**Action: J. Meischke**

Mr. Meischke said that there was also the possibility of running Archery sessions on a Wednesday, for which he himself would be the coach.

### Boiler system

In 2014 Mr. Meischke obtained three estimates for replacing the boiler system at the Community Hall. James Turner Limited, who installed the original boiler system, provided us with the lowest estimate.

Mr. Meischke and Mr. Smith had a site meeting at the Community Hall on 20<sup>th</sup> May with James Turner Limited and we have now received their quotation for replacing the boilers and updating the shower heads. This quotation has gone quite some way to resolving the current problems and also reducing the estimated price given in 2014.

**The meeting closed at 1740.**