

**Minutes of the meeting of the Wotton-at-Stone Community Hall Board of Trustees  
held in the Community Hall on Wednesday 12<sup>th</sup> September 2016 at 1000**

Present: Mr. John Meischke (Chairman) Mr. Ian Knight  
Mr. David Stock Dr. Emma Waltham  
The Clerk (Mrs. Jane Allsop)

**1. Apologies for absence:** None.

**2. Report on items resolved since the February 2016 Trustees meeting**

• **Gas and electric contracts**

During the Parish Council meeting in March 2016 it was reported that new two-year contracts had been negotiated with E.ON for the supply of both gas and electricity at the Community Hall. The new Gas contract started on 8<sup>th</sup> April 2016 and the Electricity contract on 26<sup>th</sup> April 2016.

The prices are as follows.

- |               |                 |           |                           |
|---------------|-----------------|-----------|---------------------------|
| • Gas         | 2-year contract | 2.84p kwh | 27p daily standing charge |
| • Electricity | 2-year contract | 9.81p kwh | 27p daily standing charge |

The above contracts have a further 4% discount applied to the kWh price, for paying by direct debit.

• **Installation of replacement of the roof on the West-side of the Community Hall**

During the Parish Council meeting in March 2016 it was reported that P. J. Andrew's had completed the installation of the roof on the Pavilion. There is a 25-year guarantee on the roof, although it is hoped that it will last for about 40 years.

• **Purchase of exhibition carpeting for the Main Hall**

This carpeting was purchased in March 2016 and is already being successfully used by hirers.

• **Commercial rates for the use of the Community Hall**

The Trustees have not set any commercial rates for the hire of the Community Hall and agreed that pricing should be assessed on a per-enquiry basis.

The Clerk said that on the Wotton-at-Stone website there is an hourly-price for hiring all of the Community Hall facilities. The Trustees agreed to look at this pricing structure. The Clerk to e-mail the link to all Trustees.

**Action: J. Allsop**

• **Music licence**

During the Parish Council meeting in April 2016 it was reported that there is no requirement for the Community Hall to have a music licence; firstly because it is a Parish Council-owned organisation and secondly because the Parish Council/Trustees do not run events themselves. The Clerk contacted PRS for Music who agreed this was so and we are now in possession of a zero rated invoice.

• **EHDC - Conference cancellation**

As reported during the Parish Council meeting in June 2016, EHDC cancelled the Parish Conference.

**3. Approval of minutes of meeting held 1st June 2016**

Mr. Meischke and Mr. Stock approved the minutes of the Trustees meeting held on 1<sup>st</sup> June 2016.

Mr. Meischke to sign the minutes.

**Action: J. Meischke**

**4. Report on Forever Active and Friends activities**

Mr. Meischke said that the Forever Active programme of activities is going along OK, although the numbers of attendees are very disappointing. Tai Chi and Yoga had to be cancelled last week because nobody turned up.

Eight to ten people had been turning up for Table-Tennis during the first few weeks, so a second table was ordered from Forever Active. Unfortunately, only 4 people turned up the week the new table was installed. Hopefully that was just a bad week and people were away on holiday. The new Table-Tennis tables are of good quality and the Youth Club are being allowed to use them (however they must use their own bats and balls).

There was a good turnout for Short-Mat Bowls last week. However, when the two trainers looked at the equipment that had been set up they announced that it was for Carpet Bowls and left without providing any tuition whatsoever. Short-Mat Bowls has a longer carpet and larger balls than those used for Carpet Bowls. Some of those who attended the session knew how to play Carpet Bowls so they showed those who were new to the game how to play and the session was enjoyed by those who attended. No charge was made.

Mr. Meischke said that Nigel Farren is trying to find a Carpet Bowls coach. He said that one of the reasons the old Carpet Bowls club held in the War Memorial Hall disbanded was because the carpets proved to be too heavy for the club members to handle.

Archery sessions are going well and interestingly some of the people attending are not from the village.

Mr. Meischke said he had told Nigel Farren that we will need to re-assess the situation at the end of October and make a decision on the Forever Active programme overall.

It was agreed to ask Nigel Farren for A4 and A3-sized posters as the A5-sized ones are too small. The A3-sized notices can be used on the large Parish Council notice boards.

There are three friends of the Nigel Poulton Community Hall, namely John Waring, Philip Moore and Rosemary Brown. Recently, because the other two have been on holiday, Rosemary Brown has been doing most of the duties to book in the Forever Active participants.

Mr. Meischke said that the coaches who run the sessions are expected to set-up the activities (for example, as Archery coach, he himself sets-up before the session and puts the equipment away afterwards).

It was agreed that once we get the Forever Active programme running smoothly, the Trustees could consider activities for the younger age-groups. Any such sessions are likely to be required in the evening or at weekends (e.g., because of the daytime commitments of such age-groups).

Mr. Stock had been told by the Clerk, prior to the meeting, that someone had enquired about the possibility of running trampoline-sessions in the Community Hall and she had informed them of the current availability. He felt that this would be an ideal opportunity to host an activity that would appeal to many different age-groups and therefore asked the Clerk to contact the person involved to let them know that as part of our current review of the activities available at the Community Hall they would be welcome and confirm the current periods available.

**Action: J. Allsop**

It was noted that lots of new residents are unaware of the facilities available in the Community Hall and on the sports field. Dr. Waltham and Mr. Stock agreed to liaise about producing a leaflet to describe and market the facilities and opportunities available.

**Action: D. Stock/E. Waltham**

## 5. Boiler installation update

The new boiler system and all shower heads have been installed and all seems to be working well. Mr. Meischke said that when asking James Turner to quote for this work, he had forgotten to ask them to include a new showerhead for one of the referee's changing rooms. The Clerk said that James Turner had now submitted their invoice, which includes the price of the extra work.

**Note:** The invoice included the extra showerhead as an additional charge of £130.36 plus VAT.

Refer to item 10, Any other business re the funding of the new boiler installation.

## 6. Post report on Fun & Fayre Day held on 31<sup>st</sup> July 2016

Mr. Meischke said that although there were problems on the day, he felt that the event had been a worthwhile exercise.

The main problems with the event were down to the organiser, Rachel Davis (of RLD Events), who failed to turn up on time. The stall holders' area was not roped off and neither were they given allocated spots, which led to personal conflict problems. There were two large bouncy castles that were connected to one extension cable and this kept tripping the circuit breakers in the Community Hall. The sockets in the Main Hall did not work and an extension lead had to be run from the kitchen. This also started tripping the circuit breaker and had to be repeatedly reset.

Mr. Meischke said that D. P. Electrics had now resolved the problem. They informed him that the Community Hall has a low-wattage ring-main which was part of the problem but also the circuit breaker to the main hall was faulty. This has now been replaced.

It was agreed to keep RLD Events proposal plan on file and also scan a copy onto the computer.

**Action: J. Allsop**

The Clerk to arrange to give the Watton-at-Stone PCC a cheque for £50 for use of the field in front of the church as car parking facilities.

**Action: J. Allsop**

## 7. Library grant for chairs and tables

Mr. Meischke said that District Councillor Mike Freeman arranged for a grant from EHC of £1035.19 to purchase two new tables and 30 chairs for the hall from his East Herts Council's funding pot. These items were purchased in July. However there is still £172.53 of funds available as the grant-money awarded was for a net value because the Community Hall is able to claim back their VAT. East Herts Council have agreed that additional chairs can be purchased with the remaining £172.53 of funds.

**Recommendation:** The Parish Council agrees to the purchase 10 additional chairs and cover the additional cost, estimated to be less than £10.

The Clerk to obtain internet prices for the purchase of 10 additional chairs.

**Action: J. Allsop**

## 8. Internet connection progress report

Mr. Meischke reported that Dr Antony Norden (10 School Lane) has been dealing with Virgin Media about the installation of a fast fibre optic internet connection in the School Lane area. He has been told by Virgin Media that they will install the cabling for £9,000, however they have not provided anything in writing. Dr. Norden has got agreement for £4,500 of funding from local residents and has asked if the Parish Council would be willing to contribute £1,000 towards the funds. Mr. Meischke said that the Parish Council could not pursue this item further until Virgin Media put something in writing. Also, we don't know how they intend to install the cable; will it be hung, dug into School Lane or a trench dug in the sports field parallel to School Lane?

County Councillor Ken Crofton has funds available for internet connection, which he has promised to Dr Norden.

## 9. Update on Action plan - Replacement lighting, decoration and outside toilets

Dr. Waltham Emma handed out copies of the Action Plan that she had updated to the other 3 Trustees. She then went through each item in turn and some subsequent changes to the document were agreed by all present. A copy of the revised Action Plan is attached to these minutes. **See attached**

- **Outside toilets**

Mr. Meischke said that he had obtained a verbal quotation of £385+VAT (£462), from Richard Stevens, to install new flooring in the outside toilets. Mr. Meischke showed the Trustees floor samples and they agreed that the colour 'Nordic grey' would be best at not showing the dirt. It was agreed that the walls be painted light green.

Mr. Meischke obtained a quotation from Mark Blacktin for the following work.

'Decorate Community Hall external toilets. Add two new wooden panels to areas above toilet doors, undercoat and gloss paint twice. Clean, undercoat and gloss back panels twice. Paint ceiling and fill edges. Paint walls in choice of colour with brush and roller at least twice. Remove toilets from floor fixings to allow floor to be installed.

Materials £100.	Labour £450.	Total £550
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- **Kitchen**

It was agreed that when funds are available, a new Kitchen is installed instead of patching-up the existing one.

- **Car parking**

The Trustees agreed to wait for the Neighbourhood Plan recommendations before making any decision on increasing the size of the Community Hall car parking facilities.

- **Main hall floor and structural changes**

It was agreed to keep pushing the sports bookings and consider any changes to the Main Hall (e.g., new flooring, installation of windows and sliding doors) if a change of use for this facility is required.

**Recommendations:** the Parish Council agree the following.

- No decision on an internet connection be made until more information on installation and the costs involved are known.
- Now that the roof on the pavilion side of the building has been replaced, the new LED lighting at approximately £1414+VAT on 10/11/15, and the decoration work at £550 is approved and appropriate funding identified.
- The outside toilets be upgraded by installing new flooring as per Richard Stevens estimate and decorate as per Mark Blacktin's quotation (i.e., £385+VAT plus £550).

## 10. Any other

- **Annual Electrical inspection and PAT testing**

The Clerk to instruct D. P. Electrics to do the annual emergency lighting and PAT testing, including testing the microwave that was donated to the hall.

**Action: J. Allsop**

- **Funding**

During the recent meeting of the New Homes Bonus Sub-Committee Mr. Stock initiated discussions about the funding of the Community Hall, and, as during previous Parish Council meetings, it was agreed that we could not expect the Community Hall to become self-funding. The Parish Council own the Community Hall and is responsible for its upkeep. The Trustees are responsible for the day-to-day management functions associated with the building and for trying to attract new business and hirers, etc. As part of this, the Trustees highlight, via recommendations to the Parish Council, the need for related expenditures (e.g., decorating costs, improvements to the facilities, the need to replace the boiler system, etc.). In such instances it is the responsibility of the Parish Council (if it accepts a Trustee recommendation) to identify the source(s) of funding.

Mr. Stock said that he understood that the source of funding for the new boiler has not yet been agreed.

- **New Tennis court**

Mr. Knight said that the contractors are due to start work on the new tennis court later this week, either on the Thursday or Friday. He reminded the Trustees that it was agreed to take advantage of excavation works to install power for the floodlighting by also installing water pipes and a power cable to the tennis court area for future pressure washing use.

- **Football Association award**

Mr. Knight said that Watton-at-Stone Football Club have received a Football Association Charter Standard Club Award. The Trustees agreed that the framed award be hung in the changing room corridor.

**Action: I. Knight/J. Meischke**

- **Location of Services and Controls**

Mr. Meischke is to update the information sheet that gives the location of the various services and controls within the Community Hall. In doing so he will also add the telephone numbers to be used in the event of an emergency, malfunction or damage, e.g., plumbing, electrics, locks, broken windows, roofing, etc. Action: J; Meischke

**The meeting closed at 1145.**