

**Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees
held in the Community Hall on Monday 19th June 2017 at 1400**

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 Trustees meeting held on 12th September 2016

• **EHDC - Library grant**

With the purchase of 10 additional chairs, the EHDC grant has provided the Community Hall with 40 chairs and two flip-top tables.

• **Annual Charity Return**

The Annual Charity Return for the year ended 31st March 2016 has been submitted.

• **Funding of the 2 new boilers**

Parish Council agreed to grant the net value of the cost of replacing the two Community Hall boilers (namely: £7,805.36).

• **Dots and Tots**

Volunteers to re-open the Dots and Tots group have not been forthcoming. The toys are currently being stored in one of the referee changing-rooms; some donations are being received when hirers use the toys.

• **Refurbishment of outside toilets**

This was completed in November 2016 and comprised decoration work and a new flooring to make cleaning easier.

• **High-level windows**

The mechanism which was not working has now been repaired and the number of opening windows on each side reduced from 5 to 3 to reduce the strain on the mechanism.

• **Annual Playground inspection report**

The main items highlighted in the inspection carried out on 16th August 2016 concerned the swing's chains having some wear but not requiring immediate attention and the Crazy Daisy spinning pole having its top flower-cap missing (which was replaced but went missing again).

• **Floodlighting meters**

In November 2016, Mr. Meischke and Mr. Smith worked with Mark Blacktin to install the floodlighting meter-box needed for the new tennis court.

Mr. Meischke has subsequently had to remove and rebuild both floodlighting meter-boxes to allow them to accept both the new and old £1 coins. Parish Councillors thanked Mr. Meischke for doing this work and thus avoiding the cost of getting an external contractor to adapt them.

• **Child safeguarding**

Mr. Meischke attended a child-safeguarding course in October 2016 and the literature obtained is now in the filing cupboard in the Meeting Room. Although the Parish Council is not responsible for child safety, this literature shows Parish Councillors how to follow certain procedures should they become aware of any child abuse, etc.

• **Christmas decorations**

A Christmas tree and lights were purchased in the New Year sales ready for Christmas 2017.

• **Pavilion decoration and new LED lighting**

The pavilion decoration work was carried out by Mick Taylor in January 2017 and D. P. Electrics installed the new LED lighting. – refer to item 8, Lighting.

• **Arson attack**

The play equipment damaged in the arson attack has been replaced under insurance. To date, the perpetrators have not been identified and the options for us installing CCTV are being investigated.

• **Electronic lock for external toilet**

An electronic lock has been fitted to the external toilet door. D. P. Electrics are being asked to change the override switch to an inline fuse because some members of the public are switching it off, which leaves the electronic lock inoperable and therefore the toilet door remains permanently unlocked.

Mr. Meischke said D. P. Electrics had now fitted the inline fuse.

• **H&S Policy and Fire Risk Assessment**

Mr. Meischke and Mr. Stock have produced a H&S (Health and Safety) Policy and Fire Risk Assessment (with plan) for the Community Hall. These documents have been approved by the Parish Council.

- **Hire agreement**

The Community Hall hire-agreement has been updated to include references to the H&S policy and the fire risk assessment.

- **Cleaners**

Total Contract Cleaners decided they no longer wished to continue to clean the Community Hall on Monday mornings.

Little Gems (of Gresley Close) have been appointed to replace Total Contract Cleaners and have now been awarded an annual contract at £50 per week. Additional work required will need prior approval of one of the Trustees.

Rosemary Brown will continue with her Community Hall cleaning duties.

- **Safety-surface repair work**

Mr. Smith has the material required to do the repairs and Mark Blacktin has quoted £280 for the labour. It was agreed to leave the repair work until after the annual playground inspection this summer.

- **Loft area over changing room**

Mark Blacktin has reinstated the loose fibreglass insulation in the changing room roof, near the access ladder, and boarded over the area to resolve the problem.

- **Disabled car-parking sign and parking**

Mark Blacktin has repainted the disabled car-park sign.

3. **Approval of minutes of meeting held on 12th September 2016**

All of the Trustees approved the minutes of the meeting.

Mr. Meischke to sign the minutes accordingly.

Action: J. Meischke

4. **Santander cash deposit card**

Mr. Meischke said that the Clerk had obtained an additional cash deposit card for the Community Hall current account, which he will use at the Watton-at-Stone Post Office. This will enable him to deposit all cash received from the Forever Active programme as well as floodlighting donations, instead of the Clerk having to do it. The Clerk will continue to use another cash deposit card to pay in cash received from hirers.

5. **External toilet**

Refer to item 2, Report on items resolved since Trustees meeting held on 12th September 2016 - Electronic lock for external toilet.

Mr. Meischke said that both locks on the internal doors of the outside toilets have been broken for some time and it was agreed that this was not an acceptable situation.

Recommendation: The Parish Council, at their meeting on 20th June, to approve replacement locks being purchased.

6. **Internet connection**

Refer to the March 2017 Parish Council minutes, item 6, Specific items – Meeting with BT re high-speed internet connection for School Lane.

7. **Library Report**

Mr. Meischke said that Mike Freeman is under an obligation to put all books that are not on the Library bookshelves into the loft. Currently there are excess books in various cupboards in the Community Hall, as well as a small number the Meeting Room (the ‘Library’).

8. **Lighting**

Mr. Meischke said that D. P. Electrics cannot change the colour of the grey cabling to white because it is bonded to the light fitting. It would therefore require the installation of a white sleeve to be fitted by D. P. Electrics at an additional cost. Another option would be to paint the cabling white.

Recommendation: The Parish Council take no further action and the cabling remains as it is.

9. Car Park

The wording of the following notice below has been approved by Parish Councillors via email.

“NOTICE

THIS IS A PRIVATE CAR PARK

It appears that you are parking here when you are not using the Community Hall or its surrounding facilities, which is not allowed. This is preventing users of the facilities from legitimately parking here and causing huge problems to hirers.

To ease congestion and the inconvenience caused to bona fide users it is requested that you cease your apparent invalid-use of this car park.

A record is being kept of all parked vehicles belonging to those deemed not to be valid users of the Community Hall and its surrounding facilities.”

Mr. Meischke said that he had now been putting copies of the notice on the windscreens of vehicles that are inappropriately using the Community Hall car park. The parking problem has improved, but one van is repeatedly offending.

10. Report on FEA (Forever Active)

Mr. Meischke said that attendance numbers are currently down for the Forever Active programme now that we have entered the summer-holiday period.

Nigel Farren has requested a meeting with Mr. Meischke on 3rd July to discuss the future of the Forever Active programme in Watton-at-Stone. All Trustees are invited to attend the meeting.

Mr. Meischke said that the Table Tennis couch is trying to encourage the Forever Active group to go into a league.

11. Kitchen water-heater and shower pump

During the May Parish Council meeting it was agreed to accept James Turner Limited’s quotation of £410, plus VAT, to supply and fit a new shower pump (this figure is reduced by £50 because they have now invoiced the Community Hall for this call out fee).

Mr. Meischke e-mailed Parish Councillors two quotations from James Turner re the supply and installation of a new water heater for the kitchen. The first was for £620 plus VAT but this figure was then reduced to £575 plus VAT, based on the work being carried out at the same time as the new shower pump is installed. The reason this price is so high is because new regulations require the heater to be vented to the outside of the building and not into one of the adjoining toilet areas.

Parish Councillors accepted the second quotation via email and Mr. Meischke said that the work is scheduled to be done on Wednesday 21st June.

12. Update on Action plan

Dr. Waltham Emma agreed to update the Trustees Action-Plan and e-mail copies to all Trustees and the Clerk.

Action: E. Waltham

13. Update on hiring of the Community Hall facilities

The Trustees discussed how to further improve the hiring of the Community Hall facilities.

Currently, regular vacancies are available on the following days.

- Monday from 1045 to 19.0
- Wednesday 0800 to 1900
- Friday - 1045 to 17.30

The Trustees discussed various options for promoting the hall, including advertising on the Parish Council Facebook site and including fliers in the Parish News.

Other options discussed were to encourage groups of likeminded people/interested parties to form clubs or groups and make use the facilities on offer.

Mr. Stock and Dr. Waltham will soon start looking at ways of improving the current Watton-at-Stone website in readiness for it re-design. Part of this exercise will include the re-marketing of the Community Hall.

14. Any other business

- **Play area**

Whilst carrying out the monthly-village report this morning, Mrs. Dinnin noticed broken glass on the newly installed play equipment. Three glass bottles had been smashed, which Rosemary Brown and Mr. Meischke have now cleared up. However, some of the shards of glass are still wedged between the framework and the plastic sheeting, which has swelled with the heat of the sun.

It was agreed to immediately put a notice up on the Watton-at-Stone Facebook page, which the Clerk did during this meeting.

This incident to be reported to the Police.

Action: J. Allsop

- **CCTV**

The Trustees agreed the following.

Recommendation: The Parish Council, at its meeting on Tuesday 20th June, approve the installation of a CCTV at the Community Hall/sportsfield area.

- **Church Walk hedge behind sportsfield play area**

Mr. Meischke said that the hedge behind the sportsfield play area is lined with stinging nettles and has become an increasing problem to keep clean and tidy.

After discussion, it was agreed that the following recommendation be put to the Parish Council.

Recommendation: Installation of 3-foot high boarded fencing from the swings up to the gap in the hedge, to prevent hedge growth into the play area and enable the area to be kept clean and tidy.

The meeting closed at 1445.