

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Monday 18th September 2017

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 19th June 2017

• **Outside toilet**

The Parish Council approved the purchase of replacement locks, which Mr. Meischke fitted.

• **Internet connection**

No updates to report (refer to the March 2017 Parish Council minutes, item 6, Specific items – Meeting with BT re high-speed internet connection for School Lane).

• **Lighting**

The Parish Council agreed the Trustees recommendation not to change the grey cabling on the Pavilion lighting

• **Kitchen water heater and shower pump**

James Turner fitted the secondary shower pump and new kitchen water heater on 21st June.

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

The Parish Council agreed not to install fencing but keep the hedge cut back regularly. Quotations obtained for fencing to be kept on file.

3. Approval of minutes of meeting held on 1th June 2017

The Trustees approved the minutes, which Mr. Meischke duly signed.

4. Santander cash deposit card

Rosemary Brown has been given a cash deposit card for the Community Hall's Santander current account, which she will use at the Watton-at-Stone Post Office. This will enable her to deposit cash she is given from casual hirers. The card is for cash deposits only and can only be used at Watton-at-Stone Post Office.

5. Repairs required to West side of Main Hall roof

Mr. Meischke said that he met P. J. Roofing about the problem with the high-level roof, on the West side of the building (Pavilion side), which is prone to the bottom edge of tiles lifting during high winds. P J Roofing said that the bottom row of tiles will have had clips when it was originally installed by them back in 1995. They have quoted £780 (plus VAT) to drill and screw down the bottom row of tiles.

Mr. Meischke said that he had tried to get other roofing contractors to quote for doing the work, but they were not interested in quoting or failed to return his call.

The Trustees agreed that the roof should be repaired before the windier autumn and winter weather sets in.

Recommendation: The Parish Council approve P. J. Roofing's quotation, via e-mail, so that the work as soon as possible.

The Clerk to e-mail all Parish Councillors accordingly.

Action: J. Allsop

6. Broken Main Hall window

One of the high-level windows had the outside pane of glass smashed by vandals throwing stones on Thursday 14th September at around 1800. The incident, which occurred during a Jujitsu class held at the hall, was reported to the Clerk by Jane Boddy. Stevenage Glass met Mr. Meischke at the hall to measure up and expect to fit a replacement double glazed unit, with a Perspex outer and glass inner pane, before the end of the week. They can remove the damaged unit and fit a new one from inside the Main Hall.

The Clerk tried to report the incident using the Police's 101 service, on Friday 15th September, but failed to do so. She then sent an e-mail to PCSO Sally Brooks asking her to report the incident but has not received any response. The Clerk to chase PCSO Brooks for a response.

Action: J. Allsop

7. CCTV – discuss latest quotation

Mr. Meischke said that he was actioned at the September Parish Council meeting to obtain quotations for a non-monitored CCTV system because the quotation for a monitored system had been unreasonably high. He e-mailed all Trustees a quotation from RVTV Security re the installation of a high definition CCTV system. This non-monitored system has a 30-day recorder. The quote includes 2 options.

- **Option 1:** 3 x wide angle cameras with general overview of areas, these cameras will not have night images of playground area. Areas covered, carpark- playground- green area.
- **Option 2:** 3 x cameras zoomed into playground area with 80m IR, camera to cover carpark and green area as overview.

Both options include:

- 1 x 8 Way DVR 4tb
- 1 x 22" HD Screen
- Cables, Materials & associated fixings
- Installation, Commissioning & User Training

All the cameras provide evidential quality images and would be sited on the Community Hall's external walls and not on the lighting column in the car park.

Mr. Meischke said that the recorder would be installed in the loft on the car park side of the building.

D. P. Electrics have quoted £86 (plus VAT) to supply and fit a double socket for the CCTV recording system. The Trustees agreed to accept the quotation. Mr. Meischke to notify D. P. Electrics accordingly.

Action: J. Meischke

RVTV Security regularly pass through Watton-at-Stone and would be willing to download any footage stored on the recorder as and when the need arises and transfer the information onto a USB flash drive.

Mr. Meischke questioned the need for a monitor because the information would be looked at on a computer via the flash drive and not the recording system.

Considering the recent broken window, Trustees agreed that the option for an additional camera on the west side of the building should also be considered.

Mr. Meischke agreed to speak to RVTV about the following.

- Need for a HD screen
- Cost of adding a camera to the west side of the building
- Cost of replacing individual cameras when they get damaged.

Action: J. Meischke

The Trustees to present the revised quotation to Parish Councillors at their October meeting.

Mr. Knight agreed to investigate the legal aspect concerning data protection required prior to installing a CCTV system and the possible need for contacting residents living near the Community Hall.

Action: I. Knight

8. Electric sockets for the loft and referee changing room d p electrics

D. P. Electrics have quoted £112.00 (plus VAT) to fit a double RCD socket in the referees changing room where the portable floodlights are stored in a lockable cupboard. This is to enable the floodlighting battery packs to be recharged after use.

Mr. Meischke said that although there is a decommissioned shower in this changing room, even if it were in use, the new sockets will be far enough away to conform to electrical installation regulations.

The Trustees agreed to accept D. P. Electrics quotation.

Action: J. Meischke

9. Hall lights

Mr. Meischke said that at the September Parish Council meeting he reported that D. P. Electrics had quoted £280 (plus VAT) to replace the broken emergency light with battery in the Main Hall. He was asked by the Parish Council to find out if this cost was with or without an access tower and D. P. Electrics have said that the cost is without. Mr. Meischke asked them to provide a second quote for the following items.

- to supply and fit new led emergency lights and new battery for emergency fluorescent in hall
- to supply and fit 40 new lamps and starters
- to supply 4 new emergency batteries

Total: £860 (plus VAT)

this may need a tower which we have not priced for

Mr. Meischke said that he then investigated the cost of hiring a tower for the day and was surprised to find out that Jewson (builders merchants) can deliver a tower for one-day usage for less than £100.

Recommendation: The Parish Council make the decision to either replace just the single broken emergency light with battery or replace the lighting as outlined in the quotation for £860 (see above).

10. D. P. Electrics - Annual emergency and 5-year electrical test, plus floodlighting test

Mr. Meischke said that D. P. Electrics have completed the annual emergency lighting and PAT testing and the 5-year electrical test at a cost of £255 (plus VAT).

Mr. Meischke said that the 5-year inspection highlighted that the 8 tennis court floodlights are not included in the 5-year electrical test. D. P. Electrics have quotation £70 (plus VAT) to inspect the floodlights.

The Trustees agreed that the floodlighting columns should be tested to confirm their electrical safety and agreed to accept D. P. Electrics quotation of £70 (plus VAT) to do the inspection. **Action: J. Meischke**

11. Report on FEA

Mr. Meischke said that the East Herts Council will continue to fund coaches for the different Forever Active programmes held at the Community Hall until at least October 2018. Before funding stops, Mr. Meischke is encouraging the different groups to form their own clubs. Mr. Meischke said that the Table Tennis are already in the process of setting up a club and some members will be playing against other table tennis clubs in the area as part of a league team in the evening.

He hoped that Tony Silvestri, who already hires the hall on a Monday evening for his private Tai Chi classes, will also do the same for his Forever Active group, which includes Yoga. The Carpet Bowl group already look after themselves as East Herts Council have been unable to supply a coach, so it should be relatively simple for them to set up a club.

Mr. Meischke said that the Green Dragon Archery Club have approved the Nigel Poulton Community Hall as an affiliate club and members can shoot at the Community Hall during the Forever Active sessions. This can continue for as long as there is a Green Dragon coach at the Community Hall. Mr. Meischke said that it was his intension to continue coaching after the Forever Active programme finishes providing there is enough interest.

12. Update Action Plan

Dr. Waltham said that she had updated the Action Plan and gave a copy to all Trustees. She went through some of the items included in the Action Plan and the Trustees discussed further modifications.

Some of the items discussed are as follows.

- It was agreed to put up the Christmas decorations, which are currently stored in the loft, in early December. Mr. Meischke said that the Youth Club may be fulfilling this action.
- It was agreed to consider doing some marketing for the hall next year. Dr. Waltham said she would be happy to consider doing this once her Neighbourhood Plan duties reduce. This could include producing a proper promotional leaflet for the hall.
- Longer term items include the installation of WIFI to the building. This now rests with BT, who have agreed to upgrade their box at the entrance to Rivershill to fibre optic cable. This will produce a faster line to those that connect to the box and includes the School Lane area. Properties closer to the box will have the fastest speeds as they will have shorter lengths of copper cable than those further away, where the signal loss will be greater. The ideal would be for all properties to connect to the box via fibreoptic cable, but this option is currently not available.
- The Website needs updating. Mr. Stock is in the process of looking at its content. Dr. Waltham said that one option is to consider online bookings for the Community Hall, updating the website to show what activities are being held at the hall and possibly their own Facebook page.
- Other possibilities considered was the use of the hall for mini conferences once WIFI has been installed.
- Mr. Meischke said that Stapleford village hall has been condemned and he agreed to contact the painting group that used this hall to see if they would be interested in hiring the Community Hall. This would be daytime usage.
- Installation of CCTV to be added to the Action Plan

Items to be considered in the future include.

- Kitchen refit
- Induction loop – this item to be looked at again when WIFI has been installed
- Acoustic in the Main hall
- Use of meeting room
- Flooring
- Installation of sliding doors from the Main Hall into the Pavilion – this could be installed at the same time as upgrading the flooring

Completed items include:

- Installation of new shower pump
- New kitchen water heater
- Decoration of pavilion
- Improvement of lighting in the pavilion

Dr. Waltham to update the Action Plan.

Action: E. Waltham

13. Any other business

None.

The meeting closed at 1415.