

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Friday 23rd October 2018

Present:	Mr. John Meischke (Chairman)	Mr. Ian Knight
	Mr. David Stock	Dr. Waltham
	Victoria Nightingale (until 1955)	The Clerk (Mrs. Jane Allsop)

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

2. **Report on items resolved since Trustees meeting held on 16th July 2018**

- **Maintenance work**

- Mark Blacktin has altered the shelving in the internal storeroom to allow other stuff to go underneath. He has charged £70 labour costs for doing the work.
- Rosemary Brown has cleaned down the double external boiler cupboard doors and the adjacent fire exit door. As the doors required painting, Mark Blacktin was instructed to do the work. He has charged £150 labour and £25 for doing the work.

3. **Way forward presentation produced by Victoria Nightingale**

Victoria Nightingale handed round paper copies of her PowerPoint presentation she had written titled ‘the Nigel Poulton Community Hall – Social Media Proposal’ which was emailed to the Trustees in September. She highlighted the main points of her presentation and expressed her view that social media is the way forward to promote the Community Hall. She explained the various ways it could be used to do this. She suggested that the Parish Council’s Facebook page should be used and there was no need to have a separate Community Hall Facebook page. Instead of relying totally on people coming to our Facebook page, the use of posting on other sites should be used, such as the Mums in Herts page, who have hundreds of members. She said she was happy to do this as she was already a member herself.

Victoria said that social media is a very visual platform, so the use of pictures is important. For example: if Badminton were to be promoted, a picture of people playing the game would be important to draw people in. As well as advertising what is going on at the hall useful articles can also be posted on Facebook such as how to promote a healthy lifestyle. Also targeting different activities on different days of the week. Sharing content from other sites is also good too. For example: if you know your followers are football fans, upload articles about football that would be of interest including short videos.

Victoria suggested that she create a three-month social media plan of action and she was happy to put this in place herself. The Trustees agreed that Victoria should be made an administrator of the Parish Council’s Facebook page. Dr. Waltham agreed to do this. **Action: E. Waltham**

The Clerk to set up a facebook@watton-pc.org.uk email address for Victoria to use. **Action: J. Allsop**

It was agreed that none of this should be put in place until after the new kitchen has been installed.

Victoria agreed to put together a three-month action plan and present this to the Trustees.

Action: V. Nightingale

4. **Wi-Fi**

Victoria said that she had not investigated Wi-Fi for the hall further because Mr. Meischke had already obtained the prices for connection from the only two providers, BT and Plus Net (refer to July Trustees minutes).

She said that most hirers will already have access to 4G on their mobile phones these days and if they need Wi-Fi, they can tether their phone connection to their laptops or tablets.

She suggested that a Wi-Fi connection at the hall may attract abuse for the younger age groups. The Trustees agreed that it could encourage young people to congregate around the hall if they are able to gain access to free Wi-Fi.

It was agreed not to pursue this item further, unless a new long-term commitment requests Wi-Fi as part of their booking and it would be lucrative to do so.

Victoria left meeting 1955.

5. Forever Active/Active East Herts

Mr. Meischke said that the Forever Active scheme will come to an end on 31st October. Active East Herts will replace the scheme from 1st November onwards. However, there will be no longer be a 50+ age group restrictions and children from 8 years old upwards will be able to take part. Mr. Meischke said that there will need to be some restrictions on children attending, in that they will need to have an adult present, to prevent the activity being used as a creche facility by their parents.

There will be some funding opportunities from Active East Herts, which Mr. Meischke anticipates will be between £250 to £300, to support all the different groups held at the Community Hall, including advertising. These funds will be used predominantly for Archery and Yoga instruction.

As reported at the October Parish Council meeting, the Forever Active’s Tai Chi class is ‘dead in the water’, but the Yoga class has reasonable numbers. Mr. Meischke is initially going to suggest that we split the total income received from the Yoga sessions with the instructor, Tony Silverstri, and review the situation again at the end of December.

Steve Block now heads up the Watton-at-Stone Table Tennis team. If the current numbers for table tennis expand, there may be the opportunity to open on an additional day.

EHDC are producing Active East Herts posters to advertise the new scheme. These will be put up on the village notice boards, as well as on our Facebook page.

6. Hirers

Refer to item 3 - Way forward presentation.

7. Kitchen

Mr. Meischke said that he and Mr. Stock had inspected the quality of the kitchen installers work and it was subsequently agreed to accept Silkwood Kitchens and Interiors Limited’s quotation. A deposit and interim payments have now been made and work will start on Monday 29th October.

The original order included a single oven cooker, but after discussion on hirer usage it was suggested that a double oven unit would be more useful than one large single oven. This incurs an extra cost of around £500. Parish Councillors approved the purchase at their October meeting.

8. Library

The Parish Council will continue to support the library and will review the situation at the end of the year.

9. Decoration requirements and maintenance work

The Trustees identified the following items for inclusion in the 2019/2020 budget

- Painting the Main Hall
- Multi-purpose Main Hall flooring
- White board for meeting room
- Play area safety surface under Rainbow Multi play and slide.

Mr. Meischke to obtain costings for the above items.

Action: J. Meischke

The kitchen will be painted once the new windows are fitted. Mr. Meischke to obtain quotations.

Action: J. Meischke

10. Annual Playground inspection

Mr. Meischke said that the Play Inspection Company’s annual inspection report, (dated 17th June) which covers the play area and trim trail on the sportsfield had identified some ‘Low Risk’ or ‘Very Low Risk’.

However, the safety surface under the Rainbow multi-play and slide has deteriorated and the Parish Council agreed, at its meeting held on at their meeting 16th October, that Mr. Meischke should obtain quotations for its replacement.

Action: J. Meischke

11. Annual Charity return -

The Trustees instructed the Clerk to submit the Annual Charity return. year ended 31/03/18.

Action: J. Allsop

12. Any other business

None.

The meeting closed at 2030.