

## Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 13<sup>th</sup> January 2004 at 7.30 p.m.

Present: Mr. N. Poulton (Chairman) Mr. D. Stock  
Mr. J. Meischke

### 1 Apologies for absence

Apologies for absence were received from Mr. Knight.

### 2 Declaration of interests

None.

### 3 Minutes of the meeting held on 16<sup>th</sup> September 2003

The minutes were accepted and signed as a true record during the Parish Council meeting held on 8<sup>th</sup> October 2003.

### 4 Matters arising

- **Re-siting of roller**

Mr. Meischke said that he had been unable to re-site the roller adjacent to the Cricket Club building because the sportsfield is too waterlogged.

- **Cricket Club shed - Building insurance**

The Sports and Social Club has still not given the Parish Council a copy of their buildings insurance.

The Clerk to chase.

**Action: J. Allsop**

### 5 Showers

Currently, there are no problems with the showers.

### 6 Storage room in Main Hall

Mr. Meischke has purchased stand-alone shelving for the storage room in Main Hall.

Mr. Poulton and Mr. Stock to erect the shelving on Friday 16<sup>th</sup> January.

**Action: N. Poulton/D. Stock**

### 7 External Community Hall Lighting

Mr. Meischke said that he is waiting for a quotation from Mimram Electrical.

He agreed to chase this item.

**Action: J. Meischke**

It was noted that the external lights on the Pavilion side of the building have not been working for several months.

Mr. Meischke to ask Mimram Electrical to investigate the problem.

**Action: J. Meischke**

### 8 Repair of roof tiles

As stated in the minutes of the Parish Council meeting held on 10<sup>th</sup> December 2003, we accepted a quotation of £320 (plus VAT) from A.D.L. in October 2003. However, in late November 2003, they informed the Clerk that they would be unable to do the work until mid-January 2004. Therefore, Mr. Poulton contacted P. J. Roofing (the original installers of the Community Hall roof) and they agreed to do the work for £125 plus VAT.

P. J. Roofing have made an excellent job of repairing the roof. It was agreed that we contact them in future for any work required to the roof.

### 9 Blind in the Pavilion

As stated in the minutes of the Parish Council meeting held on 12<sup>th</sup> November 2003, Mr. Meischke obtained the price of roller blinds from Homebase. A replacement blind would cost approximately £120 (plus VAT). Sunstopper Blinds and Awnings have given us a quotation of £156 (plus VAT) to recover and fit the roller blinds. It was therefore agreed to accept the quotation from Sunstopper Blinds and Awnings.

Sunstopper Blinds and Awnings have now recovered the blinds, which are in a dark shade so that they do not show the dirt as much.

### 10 Changing-room drain

Mr. Bunyan has rodded the changing-room drains and fitted new drain baskets.

## 11 MPPA Floodlighting

Two replacement floodlights were fitted in November 2003. Later that month the system became inoperable due to dampness in two of the four columns. Mimram Electrical has identified and repaired the fault for £200 plus VAT.

During the Parish Council meeting held on 10<sup>th</sup> December 2003, Mr. Meischke said that if there is a problem in any of the floodlighting columns, the whole system becomes inoperable. He agreed to ask Mimram Electrical to supply us with an estimate to install a trip-board on each column so as to avoid this problem in the future.

Mr. Meischke said that he is waiting for a quotation from Mimram Electrical.

He agreed to chase this item.

**Action: J. Meischke.**

Mr. and Mrs. Riddle have made a verbal complaint about the new floodlights. Since the new lights have been installed, they are shining into their kitchen and dining room. During the six years that they have lived in their property, this problem has never been as bad as now.

Mr. Meischke said that since Mimram Electrical had resolved the dampness problem in the floodlights, they appear to be working more efficiently than before and consequently the lights are much brighter.

It was agreed that Mr. Meischke visits Mr. and Mrs. Riddle to discuss the problem. **Action: J. Meischke**

## 12 Litter Bins

Mr. Poulton said that two new litterbins had been installed on the sportsfield. One near the play area and the other to replace the broken one by the Community Hall.

Two new litterbins were ordered from Glasdon UK Limited because orders over £50 do not incur a delivery charge. Mr. Poulton said that we now have one spare litterbin (i.e. because a litterbin was donated by the Conservation Society for the village).

## 13 ROSPA Safety Inspection

Mr. Meischke said that a fax had been sent to Wicksteed Leisure asking them to do the following repair work (as soon as possible) to the Rainbow multi-play and slide piece of equipment on the sportsfield.

1. Replace missing bolts on seat and shop front
2. Tighten loose bolt on the ramp
3. Tighten loose timber on the bridge

All these items were highlighted in an inspection report from RoSPA (dated 13<sup>th</sup> October 2003).

## 14 Christine Bewley's timesheets

Christine Bewley's job description has not been reviewed for some time and her hours to do the cleaning have increased since she started to work with us. It was therefore agreed that Mr. Poulton, Mr. Meischke and Mr. Stock review Christine's job description, the format of her timesheets and the number of hours allocated for her duties, etc.

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

## 15 Railway sleepers around car park

Mr. Poulton said that Mr. Smith had purchased 12' railway sleepers and anchors for the Community Hall car park. These have yet to be installed.

## 16 Burglary

Although all Trustees were already aware of the event, Mr. Poulton officially reported that the Community Hall was broken into on the evening of Tuesday 6<sup>th</sup> January.

The external door on the car-park side of the building was smashed, allowing the burglars to enter the building by depressing the fire-exit bar. Members of the Football Club were practising on the multi-purpose play area at the time, and had their personal belongings (e.g. clothing, wallets, keys etc.) taken from the changing rooms.

The Trustees expressed their sympathy for all those affected by the burglary.

Mr. Bunyan completed emergency work to make the building safe on the night of the burglary and the following day he fitted a replacement door (to which he has applied several coats of stain).

A fire extinguisher was also taken from the building.

The Clerk to purchase a replacement 2 kg dry-power fire extinguisher from County Supplies.

**Action: J. Allsop**

The Trustees agreed that if the repair work is not much more than our policy excess, we will not put in a claim for the damage that occurred.

Mr. Poulton said that Mr. Filer had confirmed that the Parish Council insurance does not cover the Football Club members' loss.

The following clauses from annual agreement between the Parish Council and the Sports and Social Club for the use of the Community Hall building (excluding Main Hall and Parish Room), also demonstrates that we are not liable for such losses.

**'Clause 4**

The Council is not responsible in any way for the loss or damage to any articles deposited in the changing rooms or any other part of the Pavilion owned either by the Sports and Social Club, its guests or visiting teams. The Council is not responsible for any injury sustained both in the Pavilion and on the sports field

**Clause 10**

'The Sports and Social Club is responsible for providing any door stewards and cloakroom attendants, and the Council is not responsible in any way for loss or damage to any articles deposited in the changing rooms or any other part of the Pavilion.

**Clause 11**

The Sports and Social Club is responsible for any insurance required to cover loss or theft of its equipment or property kept within or around the Pavilion buildings.'

It was agreed to write a letter to the Sports and Social Club and all regular hirers informing them about the burglary and the situation regarding the loss of belongings.

**Action: J. Allsop**

## **17 Outside toilets**

Mr. Poulton said that the day after the burglary (Wednesday 7<sup>th</sup> January) an excess amount of water was found in the outside toilets. Because Mr. Bunyan was on site repairing the external door, Mr. Poulton asked him to investigate the leak. A mains-water fitting had worked loose and when Mr. Bunyan touched it, it "popped like a cork" with water flooding everywhere. He turned off the mains and immediately rectified the problem.

Mr. Poulton said that this was a very lucky sequence of events because if the fitting had come off during a weekend when nobody was using the facility, the water would have caused a lot of damage to the building.

## **18 Any other business**

- **Window pole**

The Clerk to purchase another window pole from County Supplies.

**Action: J. Allsop**

- **The meeting closed at 2004.**

- **A date for the next Community Hall Trustees meeting was not set.**