

Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 11th October 2005 at 1930

Present: Mr. N. Poulton (Chairman) Mr. J. Meischke (Vice-Chairman)
Mr. I. Knight Mr. D. Stock (until 2000)

1 Apologies for absence

None.

2 Minutes of meeting held 5th July

Mr. Meischke proposed that the minutes as amended be accepted and signed by the Chairman as a true record. Mr. Stock seconded the motion and Mr. Poulton was in favour.

3 Matters Arising

None.

4 Update on New Tennis Courts

Mr. Knight said that progress on this is slow.

Jim Smith, a parent of one of the tennis players, has agreed to prepare the final plans (at no cost) for submission to the EHC planning department.

5 Management of Keys

This item was raised by Mr. Stock.

Because we now have many different people and clubs hiring the Community Hall facilities it was determined that a formal policy was required with regard to the issue and management of the appropriate keys.

After much discussion on the subject, the following was agreed.

- 1) As a general policy, keys to the Community Hall and its facilities shall not be held by anyone other than the Clerk and the Trustees.
- 2) No member of the public shall be allowed to hold a key or set of keys to the Community Hall or any of its facilities.
- 3) Anyone wishing to hire (on a regular or casual basis) the Community Hall, in whole or in part, shall collect and return the appropriate key(s) from/to the Clerk. The Clerk shall be sole key-holder for this purpose. If the Clerk will not be available at that time, arrangements shall be made for the appropriate keys to be passed to and collected from one of the four Trustees.

'Appropriate keys' means only those required to give access to the facilities being hired by the user.
- 4) Where appropriate, approved clubs, e.g. the football clubs, shall (subject to signing a key-holder agreement with Trustees/Parish Council) be allowed to hold a single key to give them access to the Changing Rooms only.
- 5) Where appropriate, approved clubs shall (subject to signing a key-holder agreement with Trustees/Parish Council) be allowed to hold a key to the External Store Room, e.g. for the storage of their equipment).
- 6) The Clerk shall endeavour to keep the Chairman of the Sports and Social Club informed with regard to name of the key-holder within the clubs involved in a key-holder agreement with the Trustees/Parish Council.
- 7) Any variations/exceptions to this policy must be agreed by the four Trustees and be kept to an absolute minimum. Any such instance must be recorded in the minutes of the meeting of the Trustees.

Because of the nature of the hiring, the Cricket Club shall continue to hold a set of keys to give them access to the Changing Rooms, Pavilion, and the Kitchen. But they will be asked to sign the standard key-holder agreement with the Trustees/Parish council.

Recommendation: The Parish Council accept the Community Hall Trustees proposals concerning the management of the Community Hall keys.

6 Cutting Sportsfield Hedge

Mr. Poulton said that this item has been delayed because Nick Whitehead had been unavailable for personal reasons. Mr. Poulton has been informed that the hedge will be cut before the end of October.

7 Electricity and Gas Inspection

Keith Burgess did the annual electrical-inspection on 10th October. He informed the Clerk that although the electrical inspection only needs to be done every 5 years, the emergency-lighting inspection has to be done annually.

Mr. Meischke to contact Turners to ask them to do the annual gas-inspection.

Action: J. Meischke

8 Solar Panels

Mr. Poulton said that he had investigated the possibility of installing solar panels on the roof of the Community Hall. However, because we use gas for heating the building (and solar energy is electric) we would gain no real benefit. Even if we converted the showers to solar energy, the usage is such that when all the showers are in use, the solar supply would run out within about 15 minutes.

Solar energy is most beneficial to homeowners who use the same amount of electricity daily.

Also, the cost of installation is large and we would need to take out a loan to pay for it.

Recommendation: The Parish Council does not pursue installing solar heating at the Community Hall.

9 Charging Structure

- **2006/07 Hourly rate**

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

Recommendation: The Community Hall hire charges remain unchanged.

- **Sports & Social Club hire-charge**

It was agreed that the Budget and Finance Sub-Committee discuss the annual increase of the Sports & Social Club hire-charge during its next meeting.

Action: B and F

10 Byelaw sign

The byelaw sign has been knocked over again. It was agreed that a new sign be installed directly on the wall of the Community Hall, i.e. on the car-park side adjacent to the external shed.

Mr. Meischke to obtain prices for both metal and plastic replacement byelaw signs.

Action: J. Meischke

11 Boot scrapers

Mr. Knight said that the boot-scraper brushes need replacing. The cost is £48 per set and he proposed that we purchase 4 sets at a total cost of £217 including £25 carriage.

Recommendation: The Parish Council to purchase four sets of replacement boot-scraper brushes.

Mr. Stock left the meeting.

12 Expenditure for Financial Year 2006/2007

- **Boot scrapers**

Mr. Knight said that the current boot scrapers are too small for the footballers use.

Recommendation: A provision of £250 is included in the 2006/07 budget, for the purchase of a larger boot scraper. Also, that annual budget provision is made for replacing the brushes on a twice year basis.

- **MPPA – Moss kill and pressure wash**

Recommendation: A provision of £900 is included in the 2006/07 budget for MPPA maintenance, including the Moss kill and pressure-wash treatment.

- **Bench seat on sportsfield**

Recommendation: A provision of £250 is included in the 2006/07 budget for the purchase of a bench seat to be sited between the small swings and the spring sit-on equipment.

The Clerk to e-mail Trevor Waldock to request that when the safety-inspection people are on site at the sportsfield play area, they be asked to give us the health and safety criteria for installing a seat at this location (including the exact best location for the bench seat).

Action: J. Allsop

- **Paving**

The Clerk to add the paving around the Community Hall to the 6-monthly check list.

Action: J. Allsop

- **Guttering**

Mr. Meischke to obtain two quotations for replacing the current plastic guttering with vandal-proof guttering.

Action: J. Meischke

- **Acoustic**

Mr. Poulton look at the feasibility and costing of installing acoustic panels in the sports hall and pavilion area.

Action: N. Poulton

13 Any other business

- **Insurance Claim**

Mr. Poulton said that Allianz Cornhill had now approved the Stevenage Glass quotation for replacing the broken windows. The Clerk to forward their invoice to Allianz Cornhill as soon as possible.

Action: J. Allsop

- **The meeting closed at 2010.**

- **The date for the next Community Hall Trustees meeting is Tuesday 10th January 2006.**