

## Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 2<sup>nd</sup> October 2007 at 1930

Present: Mr. N. Poulton (Chairman) Mr. J. Meischke  
Mr. I. Knight Mr. D. Stock  
The Clerk (Mrs. J. Allsop)

### 1 Apologies for absence

None.

### 2 Review of minutes held on 3<sup>rd</sup> July 2007

The minutes were accepted and signed as a true record during the Parish Council meeting held on Wednesday 11<sup>th</sup> July 2007.

### 3 Guttering

Circle Anglia have installed (free of charge) cast-iron guttering to replace the existing plastic ones on both sides of the Community Hall. Mr. Poulton said that he thought that they had agreed to do the car-park side only and was delighted that both sides had been done.

It was agreed to contact the Hertfordshire Mercury asking them to include an article about Circle Anglia's generous donation. If they do not print an article, then one will be included in the next issue of the Parish News.

**Action: N. Poulton**

Mr. Poulton said that he had e-mailed Bert Schrier (Circle Anglia) thanking him for installing the new guttering.

It was agreed to send a formal letter (on Watton-at-Stone Trustees headed paper) of thanks to Bert Schrier..

**Action: J. Allsop**

### 4 External painting

Bob Adams has completed the external painting of the Community Hall on the side wall facing the sportsfield. Whilst doing the work, he also replaced several sections of wood.

It was agreed that in the 2008/09 budget we need to include the cost of external decoration work to be done in spring 2008.

A quotation to be obtained from Mr. Adams for the remaining low-level external-paint work as follows.

1. The car-park side of the building only.
2. The Main entrance and the School Lane side of the building only.
3. Both of the above combined.

**Action: J. Allsop**

### 5 Acoustics for Sports Hall

Mr. Poulton said that Mrs. McCash had not yet arranged a site meeting with her acoustics contact.

**Action: H. McCash**

### 6 Update on additional sports facilities

As reported during the Parish Council meeting held on 18<sup>th</sup> September, the Reverend Robinson (Chairman of the Glebe Committee for the Diocese of St. Albans) wrote stating that the Glebe Committee had not agreed the Parish Council's request for additional land for sporting facilities.

Mr. Knight said that he had contacted the Reverend Robinson to arrange a meeting to discuss the Glebe Committee's decision. The Reverend Robinson would like other members of the Glebe Committee to be involved in the discussions and will get back to Mr. Knight in due course.

### 7 New Tennis Court

As reported during the Parish Council meeting held on 18<sup>th</sup> September, East Herts Council has granted permission for the new tennis court and the County Archaeologist has outlined stringent conditions which need adhering to when the foundations are dug.

Mr. Knight has written to three tennis-court contractors (Does Sport, Halcyon Courts and Cambridge Courts) asking for quotations for building the tennis court, including floodlighting.

The Tennis Club now needs to raise funds of approximately £35,000. Mr. Knight anticipated that the fund raising would take at least two years.

## **8 Moss Kill and Pressure Wash**

Doe Sport has completed both the moss-kill and the pressure-washing on the MPPA. Mr. Knight said that they had done a good job.

## **9 No-Smoking signs**

It was agreed at the Trustees meeting held on 3<sup>rd</sup> July that three additional 'No smoking' signs be made and put up on the external doors of the Community Hall.

Mr. Knight to make three additional laminated signs.

**Action: I. Knight**

## **10 Police Camera**

The CCTV/recording equipment sited in the Community Hall by the Police, for the summer-holiday period, remains in situ.

Although not 'publicised', it appears that some people are aware that there is a CCTV facility on site. Mr. Meischke said that the Community Hall area had not been vandalised since the CCTV was installed.

After discussion, the Trustees agreed that a sign saying that the building is under constant CCTV surveillance should be installed on the outside wall of the Community Hall. Also, after much discussion it was agreed that the Trustees investigate the feasibility of installing a more comprehensive CCTV system.

Subject to the approval of the Parish Council, Mr. Meischke to arrange for a sign to be put up on the Community Hall and look at the feasibility of installing a CCTV system.

**Action: J. Meischke**

The Trustees to approach the Police for funding.

## **11 Electrical Inspection**

The annual electrical-inspection has now been successfully completed.

## **12 Boiler and Gas Inspection**

Turners will do the annual gas-inspection on 12<sup>th</sup> October. Mr. Poulton will let them into the building.

**Action: N. Poulton**

## **13 Six-Monthly Report**

Mr. Poulton and Mr. Stock agreed to do the Six-Monthly Report on Monday 8<sup>th</sup> October.

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

## **14 Items for the budget for 2008/2009**

The following items are suggested for inclusion in the 2008/09 budget:

- External decoration work
- Boot-brush replacement - 2 sets
- MPPA Pressure-wash and moss kill

Additional items for consideration are:

- Security camera-system
- Acoustics for Main Hall

The Trustees also need to discuss other long-term budget items e.g. replacing the sports flooring in the Main Hall.

The Clerk to e-mail Mr. Poulton a copy of the list of estimated long-term capital expenditures so he can update it.

**Action: N. Poulton/J. Allsop**

Mr. Knight to obtain quotations for replacement boot-brushes and the MPPA pressure-wash and moss-kill.

**Action: I. Knight**

A quotation to be obtained from Mr. Adams for the external decoration.

**Action: J. Allsop**

## 15 Charity Commission Return

Mr. Poulton has completed and signed the 2007 Annual Return, which has been sent to the Charity Commission, together with the Watton-at-Stone Community Hall Trustees report and a copy of the accounts for the year ended 31<sup>st</sup> March 2007.

The only change to the Trustees details on the form is that it now includes their e-mail addresses.

## 16 Any Other Business

The Trustees cancelled the following meeting dates.

- Wednesday 2<sup>nd</sup> January 2008
- Wednesday 2<sup>nd</sup> April 2008.

The Trustees agreed the following meeting dates.

- Tuesday 8<sup>th</sup> January 2008
- Tuesday 1<sup>st</sup> April 2008
- Tuesday 8<sup>th</sup> July 2008

- **Watton Youth Drop Inn**

On Wednesday 31<sup>st</sup> October the Watton Youth Drop Inn will be having a Halloween Party at the Community Hall and some of the adult volunteers will be present at the party.

- **Summer Playscheme**

Sharon Harper (Play Officer, East Herts Council) has written asking for the Parish Council's comments, both negative and positive, on how the Community Hall facilities were used during the 2007 Summer Playscheme.

Mr. Meischke said that he was not happy that the play leaders left the Community Hall building unlocked whilst they were at the play area and not in view of the main door to the Community Hall, despite numerous requests to lock it. However, apart from that, the scheme was very successfully and efficiently run.

It was agreed to write to East Herts Council accordingly.

**Action J. Allsop**

- **Hiring policy**

Mr. Stock said that we needed to agree a policy with regard to regular hirers who do not block-book and pay in advance for any of the facilities in the Community Hall. He said that this was required to avoid some problems we have had experienced in the past with the hiring of the Main Hall (e.g. someone being refused a booking because we thought it was unavailable, the Clerk staying in to issue the keys, but no one turning up).

The following was therefore agreed. If someone wishes to use the Main Hall on a regular basis (e.g. for a period on the same day and time of the week) but without block booking, they must tell the Clerk as to whether or not they are using it one week in advance.

- **The meeting closed at 2005**

- **The date for the next Community Hall Trustees meeting is Tuesday 8<sup>th</sup> January 2008**