

**Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees
held in the Community Hall on Tuesday 8th July 2008 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 Minutes of Meeting held Tuesday 1st April

The minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 15th April 2008.

3 Matters Arising

The Clerk said that the action to amend the Community Hall hire-agreement re the use of the external store cupboard is outstanding. **Action: N. Poulton/J. Allsop**

4 Acoustics for Main Hall

Mr. Poulton said that he had been told unofficially by East Herts Council that the Community Hall Trustees had been successful in their grant application for £1,265 towards the price of installing acoustic panels in the Main Hall. The grant represents 50% of the cost of Prism Displays quotation of £2,080, plus £450 for installation.

The Trustees agreed that as soon as written confirmation is received from East Herts Council, Mr. Poulton shall e-mail Mr. Eddie Turner (Prism Displays) to accept his quotation and requesting that the work is done as soon as possible.

5 New Tennis Courts plus update on land for additional sports facilities

The Parish Council did not receive the Glebe Committee's decision in June re its request to lease additional land for sporting facilities. Mr. Knight has been in contact with the Diocesan Board and hopes that we will receive an answer before our Parish Council meeting on 15th July.

6 Pavilion Exit Doors

Mr. Meischke said that Brian Bunyan will be fitting the new exit doors to the Pavilion in August.

7 External Painting

This work is complete and an excellent job has been done.

8 Blinds in the Pavilion

The plastic fittings on the bottom of the vertical blinds in the Pavilion are suffering from heat damage. Mr. Poulton to investigate obtaining replacement fittings made from a heat-resistant material (e.g. metal).

Action: N. Poulton

9 Dates for meetings

- Tuesday 7th October
- Tuesday 13th January 2009

Mr. Poulton and the Clerk to liaise over a date for the April 2009 meeting. **Action: N. Poulton/J. Allsop**

Note: The Clerk has subsequently e-mailed the Trustees informing them that the April 2009 meeting will be held on Tuesday 7th.

10 Safety checks - Boiler, Fire Extinguishers, Electricity

Mr. Poulton said that Herts Fire Protection did the annual inspection of the fire equipment on 19th June. Next year we will need to budget for replacing two of our existing fire extinguishes because they only have a ten-year life.

This item to be included in the budget for 2009/10.

Agenda: B & F

The Clerk to arrange for the following annual inspections to be done in September.

- Keith Burgess - electrical inspection.
- James Turner – boiler/heating.

Action: J. Allsop

11 Closure of the windows in the Main Hall

Mr. Stock said that there appears to be problems with the recently repaired high-level windows which are not closing properly again. The problem is worse on the side that had the original problem.

Mr. Meischke agreed to contact RKA Services (UK) Limited, who did the repair work on 2nd April 2008 to ask them to rectify the problem.

Action: J. Meischke

12 Charity Commission return for the year ending 31st March 2008

Mr. Poulton has completed the annual return on-line and given a copy to all trustees.

13 Any other Business

- **High level**

A chip in the glass of one of the high level windows in the Main Hal has now extended to a crack. The Trustees to monitor the situation.

- **The meeting closed at 1945.**
- **The date for the next Community Hall Trustees meeting is Tuesday 7th October 2008.**