

**Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees
held in the Community Hall on Tuesday 7th April 2009**

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 24th February

The minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 17th March 2009.

3 Matters arising

None.

4 New Tennis Courts update

Halcyon Courts will be submitting their quotation for the construction of the new tennis court within the next two weeks. A quotation of £22,000 has been obtained from Cambridge Courts and another from Doe Sport for £33,000. All quotations are based on the same specifications.

5 Replacement Floodlighting- Maintenance Contract

The replacement floodlighting units were fitted on Wednesday 4th March. The new units are more directional and therefore do not light up the areas outside the court area. Mr. Knight said he was very impressed with the quality of work done by Floodlighting Limited. This was agreed by the Trustees.

Mr. Knight read out the following letter dated 2nd April from Mr. Cowap (Floodlighting Limited).

Thank you for your letter dated 24th March plus cheque enclosed, requesting equipment guarantee etc. Floodlighting components are covered for a minimum period of three years.

Lamps are guaranteed by our Company for a period of 500 hours subject to normal usage. Lamps would be replaced on a free of charge basis during this period but labour involved in possible replacement would be chargeable (Guarantee enclosed).

We will forward details of on-going Maintenance Contract following the normal guarantee period as requested.

Should there be any further information required, please notify us accordingly.

Trusting we may be of service to you again in the near future.

A copy of the guarantee is attached to these minutes.

See attached

It was agreed to contact Floodlighting Limited in autumn 2009 to obtain a service contract quotation in advance of setting the 2010/11 budget.

Action: I. Knight/J. Allsop

6 Letter from Diocesan Board re additional football facilities

Mr. Poulton read out the following letter (dated 17th March 2009) from Alastair Woodgate of Rumball Sedgwick.

'I refer to Watton-at-Stone Parish Council's request to the St. Albans Diocesan Board of Finance Glebe Committee for a lease of part of the Glebe Paddock for the purposes of extending the sporting and recreational facilities and in particular, youth football provision for the village.

Having considered the proposal formally The Glebe Committee has declined the Parish Council's request. Whilst the Glebe Committee is sympathetic to the Council's aims and objectives, it is concerned about the impact on the Rectory of increased noise and light pollution, the alteration to the character of the land which would be caused by re-grading work necessary and the potential impact upon the setting of the Church.

I am sorry that the additional facilities (save for the additional tennis court already agreed in principle) cannot be provided on the Rectory Paddock. The Glebe Committee wishes the Parish Council well in its desire to provide additional facilities within the village.'

Mr. Poulton said that he and Mr. Knight have discussed the content of the letter and agreed that there was no point in pursuing this matter further. This was agreed by the Trustees.

Recommendation: The Parish Council does not pursue the matter further.

7 Soap Dispensers

Mr. Meischke and Mr. Poulton have installed soap dispensers in all of the five internal toilets, the Ladies external toilet and the kitchen. A soap dispenser has not been fitted in the gents-toilet because there was nowhere to fit it above the basin. The costs of the dispensers are £5 plus VAT each and the cost of the liquid soap refills are £6.55 plus VAT each.

8 Change of Gas Supplier

As reported at the March 2009 Parish Council meeting, a two-year gas contract has been taken out with NPower commencing on 7th April 2009.

The Clerk to contact Owen Pemberton (Make it Cheaper.com) to seek confirmation that the switch from Business Gas to NPower has taken place.

Action: J. Allsop

9 Internal Decorations

Three quotations were sort for the internal decoration of the changing room corridor. Brian Bunyan has declined to quote for the work because he is a friend and work colleague of Bob Adams.

Mr. Poulton read out the following quotations.

- **Bob Adams:**

Changing room corridor and adjoining ladies and gents toilets

Doors and frames and radiators – clean down, make good and apply one undercoat and one gloss coat of white paint.

Walls, floor to ceiling – clean down, make good, touch in marks, and apply one full coat of selected emulsion

Total - £391

- **Peter Phillip:**

To decorate changing room corridor

Paint all woodwork and the walls to a height of 7 feet only **£380**

Paint all woodwork and the walls from floor to ceiling **£460**

To emulsion undercoat and gloss 2 no WC's **£180**

All prices subject to VAT at 15%

No allowance for materials.

Recommendation: The Parish Council accepts Bob Adam's quotation.

10 Replacement of External Door

Mr. Meischke has spoken with Brian Bunyan about replacing the external entrance door on the car-park side of the Community Hall with a metal one. Brian Bunyan said that the doorframe will also need to be replaced. This will involve re-mortaring work at the base of the doorframe and could be quite costly. It was agreed to apply for grant funding as soon as costs are known.

11 Dustpans

Mr. Poulton said that both cleaners have requested that metal dustpans be purchased for use in the Community Hall. It had been previously agreed at the Trustees meeting in February 2009 that a metal dustpan be purchased, however, the cost of postage to order them via the internet was very high. Mr. Poulton agreed to purchase two metal dustpans locally.

Action: N. Poulton

12 Hiring charge for Meeting Room

Mr. Poulton said that currently a charge of £7 per hour is made for hiring the meeting room, which is the same as that made for the Pavilion and kitchen. He felt that this charge was too high and should be reduced to £5 per hour. This was discussed and agreed.

Recommendation: The Parish Council agrees that the hiring charge for the meeting room be reduced from £7 to £5 per hour.

13 Request from organisers of the Parish News for use of the Meeting Room

Mr. Poulton has received a request from Diana Ranzetta (BSWW Parish News) for the use of the meeting room by the Parish News folding team, who meet monthly (with the exception of the month of August). The folding team currently meet at the Ranzetta's home in Beane Road. Although, they have not requested free use of the facilities this was discussed by the Trustees.

Recommendation: Because the Trustees do not want a precedent to be made to the BSWW Parish News, as other organisations could also come forward requesting free use of the Community Hall facilities, the Parish Council to make the normal hiring charge to the BSWW Parish News for the use of the Meeting room.

The Clerk to inform Diana Ranzetta of the Trustees recommendation after the April Parish Council meeting.

Action: J. Allsop

Mr. Poulton said that as a District Councillor he has a possible access to £100 of funds. He agreed to earmark this fund for use by the BSWW Parish News for any Community Hall hiring costs incurred.

14 Locks

The Clerk has today spoken to Laidlaw who will be putting the new Main Hall lock in the post to us today.

When the lock is received, the Clerk to contact Michael Lewis (A. C. Access) instructing him to install it.

Action: J. Allsop

15 Sun Stopper Blinds

Mr. Poulton met with Sunstopper Blinds yesterday to discuss the repair of the Pavilion blinds. Refer to item 21, Any other business - Pavilion blinds.

16 Notice Boards

Three new notice boards have been purchased from the remaining Grassroots grant. Mr. Poulton and Mr. Meischke have installed one in the kitchen room and the other two in each of the large changing rooms.

17 Altering the floodlighting meter in respect of the MPPA

Mr. Poulton and Mr. Meischke have changed the floodlighting timing operation from £1 for every 10 minutes to £1 for every 8 minutes (i.e. from £6 to £7.50 per hour).

Mr. Knight to produce a laminated notice of the new floodlighting charges for display adjacent to the floodlighting-payment meter.

Action: I. Knight

18 Trustees Annual Report

Mr. Poulton has written the Trustees Annual report and copied it to the Trustees for their comments. He thanked Mr. Stock for his amendments to the report.

19 Audit of Community Hall Accounts

McCash and Hay to carry-out the 2008/09 audit of the Community Hall accounts.

The Clerk to act accordingly.

Action: J. Allsop

20 Dates for the Civic Year 2009/2010

The following meeting dates were agreed.

- Tuesday 7th July 2009 at 15.30 hours
- Tuesday 6th October at 15.30 hours
- Tuesday 5th January 2010 at 15.30 hours
- Tuesday 6th April 2010 at 15.30 hours

21 Any other Business

• Condition of pavilion

A verbal complaint has been received about the condition of the Pavilion from Linda Thurlow. She had to clean the tables and serving hatch and sweep the floor before use.

The Trustees inspected the Pavilion and agreed that although the general condition was good, the skirting boards, radiators and doors needed cleaning. Also, one of the tables was covered in non-permanent pink pen and needed cleaning.

It was agreed that once a month Brian Thompson be instructed to clean the skirting boards, radiators, doors, window sills, remove any cobwebs and any other items that require a clean over. This would be in addition to the normal weekly clean. **Action: J. Meischke**

- **Pavilion blinds**

The Trustees inspected the Pavilion blinds and agreed the repairs required. It was agreed that the draw-cords should be hung on hooks to prevent very young children persistently damaging them.

Action: N. Poulton

- **6-monthly check of MPPA, Play Area on sportsfield and Community Hall equipment**

Mr. Poulton and Stock agreed to carry-out the 6-monthly check directly after this meeting.

Action: N. Poulton/D. Stock

- **The meeting closed at 16.18 hours.**