

## Minutes of the meeting of the Wotton-at-Stone Community Hall Board of Trustees held in the Community Hall on Tuesday 6<sup>th</sup> October 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 6<sup>th</sup> July

The minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 8<sup>th</sup> September 2009.

### 3 New Tennis Courts update

Mr. Knight said that fundraising for the new tennis court had currently been shelved because of the current financial climate. To date £7,500 has been raised, however approximately £35,000 is needed to complete the scheme. One of the organisations that could be targeted for funding is the Comma Fund (Aggregate Fund).

However, because the new court will be owned by the Parish Council and the land it will be on will be leased from the Diocese, there is a potential difficulty when applying for grants.

It was agreed that Mr. Knight write on behalf of the Sports and Social Club to the Community Hall Trustees (for discussion at their meeting on 5<sup>th</sup> January 2010) outlining the ownership of the court, its usage and operation.

**Action: I. Knight**

The Parish Council will then discuss the recommendations of the Community Hall Trustees at their meeting on 12<sup>th</sup> January 2010.

**Agenda 01/2010**

### 4 Change of gas supplier

The change over of gas supply from British Gas to Npower is now complete. Mr. Meischke and Mr. Poulton are submitting meters readings to Npower on receipt of their invoices.

### 5 Replacement of External Door

At the September Parish Council it was agreed in principle to accept Brian Bunyan's quotation of £684 to supply and fit a hardwood door and include this amount in the 2010/11 Community Hall budget.

Mr. Poulton has been in contact with County Councillor Brian Hammond, who is able to provide grants from his locality budget. Mr. Poulton has submitted an application form for funding and is optimistic of receiving a 100% grant towards the cost of the new door. The outcome of the application should be known by the end of October. If successful, Mr. Meischke will ask Mr. Bunyan to do the work in the early part of 2010.

**Action: J. Meischke**

### 6 Charity Commission Annual Return

Mr. Poulton and the Clerk have filled in an on-line Annual Return to the Charity Commission for the period ending 31<sup>st</sup> March 2009. The Trustees report and accounts for this period were also attached to the on-line return.

### 7 Electrical and Gas Annual Inspection

The annual emergency lighting inspection was completed by Keith Burgess in September. A Safety inspection was not required because this only needs to be done every five years. The last inspection was completed in September 2008 and therefore another inspection is not due until September 2013.

Mr. Meischke said that James Turner Limited had contacted him about the annual gas inspection, which will be done sometime in November. The delay is so that the James Turner Limited employee who is familiar with the Community Hall equipment is available to do the work.

### 8 Use of the loft by Dave Boddy

Mr. Poulton said that Dave Boddy reported about a month ago that the changing room corridor loft ladder was jammed. Dave Boddy stores some of his equipment in the loft space and uses the ladder to access this equipment. Mr. Meischke was unable to get the ladder down on his own and required Mr. Poulton's help. The catch on the ladder, which holds it in place, has been broken by the users. This has now been repaired.

Dave Boddy had left the light on after last using the facility and he had left a large amount of cardboard in the right-hand corner of the loft space.

It was agreed to write to Dave Boddy saying that although we have given him permission to use the loft space, he must ensure that he is the only person that uses the ladder and that the light is turned off after every use. In addition, that he removes all the cardboard rubbish from the loft as soon as possible. **Action: J. Allsop**

## 9 Six-Monthly Inspection of loft ladders

It was agreed to add the inspection of the two loft ladders to the Community Hall section of the 6-Monthly Check. **Action: J. Allsop**

## 10 Items left in the changing rooms

At the September Parish Council meeting, the Clerk reported that Dave Boddy had verbally complained to her about Cricket equipment being left in one of the small changing rooms. He hires both the large and one small changing room so that he and other members of his staff can change separately to the children they teach.

Although the cricket season has ended, the Cricket Club have not removed their equipment from the small changing room. Mr. Knight agreed to contact the Cricket Club requesting they remove all their equipment immediately. **Action: I. Knight**

Beane Valley Children's Centre are using the other small changing room as a storage facility. However, they have agreed that their equipment can be moved temporarily if the football team reach a semi-final of a cup game. The Football Association requires a separate room for the referee and for the linesmen. This has happened twice in the last two years but the games have been played away.

## 11 Industrial clean

It was agreed that a provision for industrial cleaning be included in the 2010/11 budget, plus and additional £100 for incidental items.

## 12 Additional Football Facilities

Nothing further to report.

## 13 Service contract for the floodlights

Mr. Knight has been in contact with Floodlighting Limited to request prices for an annual service contract.

## 14 Metal disabled car park sign

Viking Signs (who supplied the ladies and gents stainless steel signs on the external toilets at the Community Hall), can supply 3mm aluminium composite disabled signs for £11.92 plus VAT and £3.95 postage and packing. The sign size is 400mm x 300 mm with a Landscape Orientation and black text on a white background.

Mr. Poulton proposed we purchase two signs. Mr. Meischke seconded the motion and Mr. Stock and Mr. Knight were in favour. **Action: J. Allsop**

## 15 New bolt for the external toilet door

The Trustees agreed not to replace the bolts in the external toilets that have been broken for over 2 years.

## 16 Dots and Tots for a lock on the cupboard door in the kitchen

Watton Dots and Tots have requested a lock on the cupboard they use in the kitchen, because items such as squash drink and biscuits are going missing.

Mr. Poulton proposed that Watton Dots and Tots be allowed to fit a non-protruding lock to the kitchen cupboard door. Mr. Meischke seconded the motion and Mr. Stock and Mr. Knight were in favour.

Watton Dots and Tots will be carrying-out the work. The Clerk to inform them accordingly. **Action: J. Allsop**

## 17 Any other business

- **Internal decoration work**

Bob Adams has started the internal decoration work to the changing room corridor and adjoining ladies and gents toilets. In addition, he has been asked to paint the loft hatch, because the paintwork was damaged when dislodging the jammed loft ladder (refer to item 8, Use of the loft by Dave Boddy).

- **Website**

The Community Hall hiring charges on the website do not specify that they are hourly rates. Peter Allsop to be asked to include the following text on the website.

'The hourly-charges for the hire of the Community Hall are as follows.'

**Action: D. Stock**

## 18 Date of next meeting

Tuesday 5<sup>th</sup> January 2010 at 15.30 hours.

- **The meeting closed at 16.15 hours.**