

**Minutes of the meeting of the Wotton-at-Stone Community Hall Board of Trustees  
held in the Community Hall on Monday 5<sup>th</sup> July 2010**

Present: Mr. Nigel Poulton (Chairman) Mr. John. Meischke  
Mr. Ian Knight The Clerk (Mrs. Jane Allsop)

## **1 Apologies for absence**

Apologies for absence were received from Mr. D. Stock.

## **2 Minutes of meeting held 6th April 2010**

The minutes were accepted and signed as a true record during the Parish Council meeting held on Tuesday 13<sup>th</sup> April 2010.

## **3 Matters Arising**

None.

## **4 Amend Hire Agreement to include use of facilities**

Mr. Poulton said that on several occasions hirers are not leaving the Community Hall facilities as they found them. For example, kitchen items not returned to the cupboards and toys not returned to the storage cupboards.

**Recommendation:** The Parish Council agrees to amend the Community Hall hire agreement to include leaving the facilities in a tidy condition.

Mr. Poulton said that the Clerk suggested the following documents be placed on the Wotton-at-Stone website so that hirers can view them prior to their booking.

- Fire exit plan
- Emergency evacuation procedure
- Hire agreement

**Recommendation:** The Parish Council agrees that the above documents are uploaded onto the Wotton-at-Stone website.

## **5 Replacement of external door and lock**

Brian Bunyan has fitted the new external door. A new emergency exit locking system has also been fitted with the help of Michael Lewis (A. P. Access). Mr. Knight said that the new door and locking system is an enormous improvement.

Hirers are being asked to take care that they keep the Community Hall keys on them so they don't get locked out when using the new door. This is because when the door is closed it locks automatically.

Mr. Meischke reported that the Pavilion fire exit doors onto the sportsfield have dropped on their hinges due to their sheer weight. Brian Bunyan has inspected the doors (which he made and installed in January 2009) and agreed to carry out the repair work required in the next few weeks.

## **6 Replacement Main hall lock**

A replacement lock was fitted to the Main Hall by A. P. Access, but the lock was again found to be faulty. Laidlaw Solutions were contacted and they arranged for their lock supplier, Ingersoll Rand, to make a site visit. A working lock has now been installed and in part compensation for cost and time incurred in resolving this matter, Ingersoll Rand have supplied three master keys to the Community Hall and three Main Hall keys free of charge. In addition, they have sent us a donation of £76.37 for the cost of A. P. Access's invoice for fitting and re-fitting broken locks.

The three master keys and two of the Main Hall keys have been put in the Community Hall safe.

## **7 New Tennis Court facilities and COMMA grant**

Mr. Knight was sorry to report that he had been informally told by Kathy Sexton (CDA) that our COMMA grant had been unsuccessful. A formal letter will be sent to the Community Hall Trustees detailing the reasons why the application was rejected.

Mr. Knight explained to Mr. Meischke that the LTA (Lawn Tennis Association) will not grant money to the Tennis Club, Parish Council or Community Hall Trustees because they do not own the land that the new tennis court will be built on.

A total of £35,000 funds need to be raised to build the new tennis court. To date, £8,500 has been raised, which includes £500 raised at a recent event.

Mr. Poulton suggested that we apply to CVS Broxbourne and East Herts for funding. **Action: I. Knight**

Mr. Knight said that the current tennis court planning application runs out this year and a new application needs to be submitted.

## 8 Letter from Npower Gas re gas consumption

Mr. Poulton e-mailed Npower on 6<sup>th</sup> April complaining about the lack of service for their business department and on-going problems with bills since we started the contract in June 2009 and the lack of response to telephone calls.

Helen Swainson, Senior Complaints Advisor at Npower wrote on 7th June as follows.

‘This response is with reference to your complaint regarding the above Gas account. This letter will aim to outline the course of events which have occurred since you initially raised a complaint with us on 6<sup>th</sup> April 2010.

You initially raised your complaint as you were unhappy with invoices that you had received for the invoice date of 22<sup>nd</sup> March 2010. You stated that you felt the invoice was too expensive and requested that this invoice be revised.

Having thoroughly investigated your account I have found that the invoice you have queried has been invoiced correctly. The invoice has been produced using the opening customer own read of 10154 that was provided by you on 29<sup>th</sup> January 2010 and the closing customer read of 10620 that you provided on 22<sup>nd</sup> March.

Thank you for your patience and time in allowing me to resolve your complaint. I trust this meets with your approval, however should you have any further queries relating to this matter then please contact me direct on 0121 541 2421 or on our free phone number 0800 072 7611, and I will be please to assist you.’

Mr. Poulton and Mr. Meischke will be taking monthly gas readings and these readings will be telephoned through to Npower by the Clerk.

## 9 Replacement of strip lights in the Sports Hall

The Community Hall purchased new lighting tubes for all the Main Hall fitting, which have been fitted by RKA Services (who installed the window winder mechanism in the Main Hall).

RKA Services have not yet submitted their invoice. The Clerk to chase.

**Action: J. Allsop**

## 10 Short, Medium, Long Term expenditure for the Community Hall

Mr. Poulton, Mr. Meischke and Mr. Knight went through the long-term capital expenditure items for the Community Hall and made amendments where necessary.

All Parish Councillors to be e-mailed a copy of the revised long-term capital expenditure items.

**Recommendation:** The Parish Council accept the Community Hall Trustees revised long-term capital expenditure items.

## 11 Items for next year’s budget

The Community Hall Trustees discussed items to be included in the 2011/12 Community Hall budget.

**Recommendation:** The Parish Council makes a provision for the following items in the 2011/12 Community Hall budget.

- Replacement blinds for the Pavilion.

Mr. Poulton to obtain quotations.

**Action: N. Poulton**

- Decorating the Pavilion

A notice to be placed in the Parish News inviting tenders to apply for the decoration work.

Interested parties will be asked to submit two quotations one for the painting of all the walls and woodwork and the other for painting partway up the walls and all the woodwork.

## 12 Asset register for the Community Hall

Mr. Meischke noted that the teen shelter is mentioned twice on the Asset register. The Clerk amended the Asset register accordingly.

The revised Asset register to be sent to all Parish Councillors prior to the July Parish Council meeting.

**Action: J. Allsop**

### 13 Keys

Martin Tipper has returned the Cricket Club's key for the kitchen, as it is not working. Mr. Poulton tried the key in the lock and confirmed that it did not work. The Cricket Club have been opening the kitchen door by getting over the work surface in front of the hatch to unlock the door from the inside. It is unknown how long the Cricket Club has been doing this, but it would explain black marks found on the paintwork after weekend usage.

The Clerk, who had a set of casual hiring keys with her, gave Mr. Meischke a key to the kitchen.

Mr. Meischke will give this to Martin Tipper.

**Action: J. Meischke**

### 14 Swan urn not working

Mr. Poulton said that the Swan 10 litre urn in the kitchen is broken. The Clerk has obtained replacement prices on the internet and the cheapest is £51 (including VAT) plus postage.

The Trustees agreed that a replacement urn needed to be purchased immediately.

The Clerk to act accordingly.

**Action: J. Allsop**

### 15 Area around the Cricket Club garage including graffiti

On the morning of the Community Service, Ted Brown noticed graffiti on the Cricket Club shed and notified Mr. Poulton, who was on site. Mr. Poulton noted that there was plastic, wood and rubbish at the back of the shed and the fence needed repairing.

Ted Brown was asked to clean the graffiti off the Cricket shed.

Mr. Meischke to ask Martin Tipper to arrange for the rubbish to be cleared from around shed. **Action: J. Meischke**

The Trustees to inspect the Cricket shed area and adjacent fencing directly after this meeting.

**Action: Trustees**

### 16 Sewage around the Community Hall

The sewer by Wotton at Stone Community Hall is blocked again and raw sewage is seeping from the drain cover. The householders have been given 48 hours to clear the blockage otherwise East Herts Council will step in and do the work.

All Parish Councillors have been notified of the situation.

### 17 Window lock in the Pavilion

Mr. Poulton said that the replacement window lock he fitted in the Pavilion is not working properly and another one needs installing.

Mr. Meischke to ask Brian Bunyan to fit a new window lock when he is on site repairing the Pavilion fire exit doors.

**Action: J. Meischke**

### 18 Cleaning of floor and paint work in the Sports Hall and Pavilion

Rebecca Evans (Beane Valleys Children's Centre) brought to Mr. Poulton's attention that all the paintwork in the Main Hall and Pavilion needs cleaning, particularly the skirting boards and the floor edging. She offered to clean these areas.

The Trustees agreed that Rebecca Evans should do the work and invoice the Community Hall accordingly.

### 19 Any Other Business

None.

- The meeting closed at 1445.