

Draft – subject to confirmation
Memorial Hall Committee

17 February 2009, 20.00h

Present Councillors: J Turner (Chairman)
A Brewster
G Clark
K. Stammers

J Pike
D Singleton
R Suggitt

Julia Warren (Parish Clerk)

Press 0
Public 0

85-09 APOLOGIES

None – all councillors present

83-09 SPECIFIC DECLARATIONS OF INTEREST

None.

84-09 ELECTION OF VICE CHAIRMAN

Resolved: Councillor G Clark was unanimously elected vice-chairman.

85-09 MINUTES

The Minutes of the meeting held on 25 November 2008 were approved

Resolved: To approve the Minutes of the meeting held on 25 November 2008, and for these to be signed by the Chairman.

86-09 BUDGET 2008 - 9 INCLUDING ROOF

It was noted that the repairs to the Memorial Hall roof were both almost complete and not greatly over budget. Work would be completed and invoiced within the financial year. Members resolved to review the overall budget after year end when outturn was available.

**Resolved: 1 To note the report
2 To review in detail expenditure against budget following year end**

87-09 EXTERNAL SECURITY & REPAIRS

It was reported that

1. The fencing outside the Memorial Hall had been repaired twice for security and safety reasons and to avoid further vandalism.
2. The lock to the west door had failed and been repaired, and a deadlock installed for security – this door has a crash bar to allow escape but without a deadlock it would be simple to break the glass pane and gain access.
3. The roofing works were reported to be almost complete and an invoice was expected before yearend.
4. The down pipe by the external door of the bar was in need of attention
5. Following concerns over the price of fuel Councillor Burgess had offered to review consumption rates for the last 5 years. The chairman had accepted this offer

Resolved:

- 1 To note the report**
- 2 Clerk to ascertain whether damage to the downpipe was caused by the roofing contractors then to authorise repair by roofer or Mr Scutt as appropriate.**

88-09 BUDGET 2009-10

Resolved: To adopt any revised schedules consequent upon Budget approval.

89-09 INTERNAL WORKS - LIGHTING CHANNELS (Item 4 Minutes 25 November 2008)

Mr Suggitt gave a detailed report regarding the lighting channels and electrical works needed.

The clerk reported that the catch on the loft ladder appeared faulty. The Dramatic Society were aware of this matter, but unconcerned.

Resolved:

- 1 Mr Suggitt to obtain quotations for work and report back to the May committee meeting.**
- 2 Clerk to contact Mr Beavis with a view to repairing the loft ladder catch (Cllr Stammers to provide contact information).**

90-09 INTERNAL WORKS – AUDIO LOOP UPDATE

Mr Singleton described the necessary work including the need for a quality microphone. The hearing loop covers the main hall.

Resolved:

- 1 Mr Singleton to project manage this work including ordering and recharging Parish Council**
- 2 To approve the purchase of the better quality microphone**

- 3 Clerk to ascertain whether any grant funding were available.**
- 4 Cllr Stammers to provide contact information for the Hearing Advisory Services**

91-09 INTERNAL WORKS – ELECTRICAL CABLE SIGNAGE

Problems have been experienced with hirers pinning or nailing through cables when decorating the hall. This is particularly a problem at the Green Room door end and south elevation. Discrete signage was discussed of form 'Danger Electrical Cables'.

Resolved: Mr Singleton to provide and install appropriate warning signs

92-09 INTERNAL WORKS – STAGE CURTAINING

A quotation for new curtains had been requested.

Councillors Clark and Turner had reviewed the condition of the cyclorama. It was reported to have a small tear at the bottom left. It was agreed that it was most appropriate to mend it with duct tape.

Resolved: 1 To note the report
2 To mend the cyclorama with adhesive tape

93-09 INTERNAL WORKS – CLEANING OF HEWITT ROOM & LIBRARY CORRIDOR FLOORS

The floors of the Hewitt Room and Library corridor were reported to look extremely dirty, due in part perhaps to a build up of polish.

Resolved: Clerk to obtain a quotation for a deep clean of the floors including advice on future maintenance

94-09 INTERNAL WORKS – INTERNAL REDECORATION (contract confirmed but work postponed)

The internal redecoration of the Green Room, Green Room corridor and office had been postponed in 2008-9 due to the cost of roofing works. The contract had been signed and since postponed.

A variety of other internal works were discussed

Resolved: 1 Clerk to contact Brian Simmons, decorator, in April to confirm date for work
2 Clerk to speak to regular Green Room hirers regarding maintaining tidy use of storage facilities.
3 Clerk to ask Mother and Toddler Group to ensure items stored beneath the stage are not readily flammable and that access can be maintained for other users.

- 4 Clerk to place a sign over large cupboards requesting items stored above it be removed by 31 March (or they would be destroyed).
- 5 Clerk to obtain a quotation from Deeks for Portable Appliance testing
- 6 Councillor Clark to discuss drupe rails in the hall with Mr Scutt.
- 7 Clerk to replace the CCTV signage 'CCTV cameras operate in this building' with purpose bought signs

95-09 CONSIDERATION OF WORKS PLAN & POSSIBLE GRANT APPLICATIONS

Resolved: Members to consider a future 'wish list' work programme for next meeting

96-09 HATCH

Council (Minute 46-09, 29 January 2009) delegated authority to this committee to determine location, design etc of the office hatch.

- Resolved:**
- 1 That a hole in the wall be created on the west side opposite the sink and above the (covered) radiator as per BJ Builders Estimate of 13 January 2009 for £974.
 - 2 That the Clerk contact BJ Builders to confirm that the safety glazing is security specification glass and the locking mechanism is automatic
 - 3 That BJ Builders be in addition asked to fit a Venetian blind at the hatch to match the office windows and provide privacy, particularly when the office is in use in the evenings.

97-09 FARMERS' MARKETS

Resolved: To defer discussions on this matter pending further information.

98-09 LIBRARY RENT

The Clerk confirmed that payment was received for cleaning of the library and that she was investigating the timing of the next rent review.

99-09 HALL BOOKINGS

These were discussed including similar hirers' previous behaviour. In particular the need to respect neighbours was considered. The booking for Sunday 31 May had agreed an additional charge for cleaning as the hall is exceptionally let on Sundays.

