

WHEATHAMPSTEAD PARISH COUNCIL

Memorial Hall Management Committee

25<sup>th</sup> November 2008

Present: Cllrs. K. Stammers (Chairman), G. Clark, A. Brewster & J. Turner

Apologies for Absence: David Singleton

In Attendance: The Clerk, Mrs. B. Green

- 1) Alcohol Licence – The hall now has an alcohol licence in the name of Cllr. Stammers. Clerk to check that the licence is through. Hirers now have to complete a form regarding the sale/drinking of alcohol on the premises which has to be returned to the Parish Council office. The words “Failure to complete this form will result in your event being cancelled” to be added to the wording on the booking form.
- 2) Roof – All outstanding issues with the roofing project have now been resolved. Clerk to check with ADP that regular inspections will take place when the pitched roof is being re-roofed.
- 3) Exterior Painting – This is in hand.
- 4) Lighting Channels – A schedule has been produced by the Dramatic Society. The Dramatic Society to be asked to go through the schedule and report back as to whether the work can be done in parts and an anticipated cost.
- 5) New Letting Rules – a) Hirers must remove all decoration/posters after their event.  
b) Pins/Blue Tac must only be fixed on the soft board.  
Cllr. Clark to contact the owner of a local wedding decoration company and ask her to visit the hall and give ideas for fixings.  
These rules to be added to the hall information sheet which hirers receive.
- 6) Sound System  
Cllr Turner declared an interest as she is Chairman of the Wheathampstead Horticultural Society.  
A report had been received from David Singleton and John Pike giving nine suggestions of how this system could be updated  
If the report is implemented, the Horticultural Society would be willing to contribute towards the cost, providing the volunteers who did this work are allowed to action it quite soon. Agreed.  
Other organisations that use this system such as the Hardy Plant Society and the Wheathampstead Dramatic Society to be asked to contribute towards the costs. A letter of thanks to be written to the Horticultural Society.  
Clerk to ascertain whether a grant can be obtained for this work.
- 7) North Porch Doors – A watch will be kept on the closing/locking of these doors following a complaint from the library.
- 8) Budget 2009/10 – Items to be included for the next budget.  
a) Floors – The north/south door corridor floor and that in the Hewitt Room need completely re-cleaning and £2000 must be put in for this work.  
b) Internal Painting – This work was unable to be undertaken this year because of the added expenses on the roof works.

- 8) Budget continued.....  
The repayment sum of what we borrowed from reserves to be included in the budget sum.
- 9) Library Rent – This has not been increased for many years and although we must always endeavour to retain the library, the rent is now long overdue for an increase, 10% was suggested.  
Information to be sought from County as to whom the new Clerk will contact on this subject.
- 10) Fencing – Mr. Scutt to be asked to quote for repairing the fence at Marford Road/Brocket View section. If it is under £300 the work to go ahead at once.
- 11) Advertising – Hall advertisements to be removed from the church magazine as the same advert appears in ‘The Pump’, which is delivered to every property in the Parish.
- 12) The ‘legs’ at the side of the stage are now very worn and need replacing. The cyclorama is also in need of a face lift. Clerk to contact Russell and Chappel for quotation.
- 13) Hire Rates – Agreed these be increased by 5%. Letters to be sent to all regular hirers advising them of this change. The usual discounts will still apply.  
It was agreed that ‘free’ bookings will be looked at on a case by case basis. In the event of CVS charging volunteers to attend courses, then this group will be charged for their booking.  
More information to be requested from the Wheathampstead Community Group regarding the proposed quarterly health meetings which they would like in the Hewitt Room. Action Clerk.
- 14) Farmers Market – A request has been received from Mr. Tofts (St. Albans Marketing Manager) to move the Farmers Market to the hall car park. The Market is re-marketing itself and this may encourage more footfalls. Mr. Tofts to be advised that the committee feels that given the fact that the market is re-publicising itself, making a decision on the Farmers market coming to the hall car park would be premature. Mr. Tofts to also be informed that there would be a charge for using this area.
- 15) Hall Keys – It was agreed that Cllr. Brewster should have a set of keys for the hall.
- 16) Business Hire Rate- £450 per day. Agreed.
- 17) Payment to Cllr. Stammers – Agreed that Cllr. Stammers should be re-imbursed for the money he has paid to be CRB checked and for extra keys he has purchased.
- Cllr. Stammers announced that he would be retiring as Chairman of the Memorial Hall Management Committee as from now. Cllr. Turner will hold the fort until a new Chairman is chosen.
- Note:** This must be at a Parish Council meeting.

The meeting closed at 10.30pm.