

WHEATHAMPSTEAD PARISH COUNCIL

Memorial Hall Committee

26th August 2008

Present: Cllrs. K. S. Stammers & J. Turner with Messrs. R. Suggitt, R. Dowdell & R. Cook from Wheathampstead Dramatic Society and the District Council Licensing Officer

Apologies for Absence: Cllr. Brewster (holiday) & Cllr. Clark (at the District Council Plans North Committee Meeting) and Cllr. Begg who had been invited to attend regarding the alcohol licence, but who was also at the Plans North Meeting, and John Pike

Notes were taken by the Clerk, Mrs. B. Green

- 1) Roofing and Building Repairs – Still awaiting a quotation from the builders regarding the replacement soffit. Clerk to chase up again. Cllr. Turner will attend a meeting on 2nd September with our Architect and a representative from T & B Builders concerning the building repairs which they are undertaking.
- 2) Wheathampstead Girl Guide Pack – Girl Guide Pack in the village will no longer be able to use the Scout Hut for their meetings after the end of December. If they cannot find alternative accommodation in the village the pack will be dissolved. Cllr. Stammers and Cllr. Turner agreed to recommend to the Parish Council that the Guides Friday meeting could be accommodated in the Hewitt Room on the understanding that if a hirer is using the Friday evening for Wedding preparation, the pack would have to go into the Green Room. Also there would be certain Fridays when the Guides could not be accommodated at all. Wedding bookings would always take priority, however the Leader could be given a terms list for functions in advance to help her planning. All of this would need to be put into an agreement and signed by the Leader and the Parish Council. A charge must also be agreed which must reflect the flexibility of the meetings. Clerk will make enquiries with the Scouts as to the rent they are charging the guides.
- 3) Exterior Painting – The quotation for painting the fascia boards, soffit and window frames is still awaited. Clerk to chase up.
- 4) Sound System – Mr. David Singleton and John Pike have been working on the sound system during the August ‘shut down’ period and Mr. Singleton had produced a detailed paper on the subject which was placed around the table. The Dramatic Society does not use a live microphone on the stage or the mixer and doesn’t use the speakers at the back of the hall. It was noted that on the loop system the microphone does not pick up sound. Damage was found to have been done to wiring by hirers decorating the hall and Mr. Singleton and the Hall Committee will liaise on this.
- 5) Lighting Channels – Two lighting channels have failed – one failed (or never worked) after they were repaired earlier in the year, and one failed soon after. Clerk to contact local theatre to enquire who they use for their lighting problems. The Dramatic Society reported that the lighting kit is obsolete. The modern systems use 15 amps and not 5amp. A new control panel is needed, Dramatic Society to produce a specification. This conversion work will be very costly and would need to be budgeted over say 4 years.

- 6) Dramatic Society Banner – Request from Society to place a banner outside the Memorial Hall for 2 weeks prior to their next production. A banner could also go on the bank near Station Road/Abbot John roundabout but it must be staked into the ground and not tied to the trees. (Note Farmers Market must also be told their banner must not be tied to the trees).

- 7) Alcohol Licence – The Licensing Officer explained how a variation licence would work and the responsibilities of the Personal Licence Holder. The booking form for the hall must be amended and the rules for hiring tightened up. It must state that there is no hiring for 18th Birthday Parties. The Personal Licence Holder is responsible for those selling alcohol at a function. However if a local pub landlord is given the position of selling the alcohol it would be shown that the Personal Licence Holder has taken precautions that a responsible person is actually selling. However groups like the Dramatic Society, Tennis Club and the Schools like to run their own bars to raise funds. This must be taken into consideration. The police, fire officer, Trading Standards, Health & Safety and Herts Parents and Children have all been advised of the application for a variation of licence to sell alcohol on the premises only. Cllr. Begg has offered to be the Personal Licence Holder for a brief period to help the Memorial Hall Committee overcome the situation which has arisen because the 12 yearly licenses have been used up. Cllr. Stammers and Turner agreed to recommend to the Council that the variation to licence goes ahead with Cllr. Begg being the Personal Licence Holder for a short period. Cllr. Turner recommended that the Personal Licence Holder should be an officer i.e. the Clerk. Cllr. Stammers thanked the officer for attending the meeting.

- 8) Decoration of the Sam Collins Room by Hirers – New rules must be made regarding what hirers can and cannot do when decorating the hall. Mr. Singleton found staples and drawing pins in wires and the brickwork when working on the sound system. Members must bring amendments to the table at the next meeting. A company called Dream Weddings has provided one idea for fixing decorations. This will be brought up at the meeting.

- 9) Date of Next Meeting – 25th November. This is the budget meeting.