

## Memorial Hall Committee

**3 September 2009, 20.00h**

Present	Councillors:	J Turner	Chairman
		A Brewster	
		G Clark	
		J Pike	
		D Singleton	
		Julia Warren	Clerk to the Council
		Press	0
		Public	5

### **531-09 APOLOGIES**

Apologies were received and accepted from Councillors Begg and Stammers (personal reasons), and from R Suggitt.

### **532-09 SPECIFIC DECLARATIONS OF INTEREST**

None.

### **533-09 PUBLIC SPEAKING**

Mr Raine of Marford Road spoke for 3 minutes outlining his concerns about the recycling bins in the Memorial Hall car park. He considered them visually and audibly intrusive and queried the requirement for St Albans District Council to seek planning permission.

### **534-09 RECYCLING BINS**

This agenda item was taken next due to public interest. A debate followed public speaking to consider the experimental relocation of the bins following their refurbishment. The meeting considered its

perceptions of usage of the facility both in terms of clientele and timing of use and emptying of the bins by contractors. Screening was briefly considered, in the form of hedging, fencing or trellis work. Consideration was given to potential relocation away from the Memorial Hall. It was noted that SADC had advised that The Town and Country Planning (General Permitted Development) Order 1995, Part 12 Class A a(b) referring to permitted development, would appear to allow the recycling banks to be placed on Parish Council land.

- Resolved:**
- 1 Clerk to write to SADC to ascertain which properties within the Village do not have doorstep recycling facilities, why not, and the timescale if any for such a facility.**
  - 2 Clerk to write to SADC to request that contractors empty bins after 09.00h and not on Sundays.**
  - 3 Council to consider, in light of responses to 1 & 2 above, the need for recycling facilities in their current format in the Memorial Hall car park.**

#### **535-09 TREASURE HUNT**

David Johnston attended on behalf of the Village Plan Committee to detail the Treasure Hunt linked to the Village Plan. This was proposed for Sunday 4<sup>th</sup> October. Individuals and families would be encouraged to follow a walkable trail around the Village culminating with refreshments in the Hall, for which a small charge would be made. The Clerk confirmed that the caretaker was able to support the additional booking. A gesture of goodwill would be given to him should inclement weather mean extensive cleaning were required.

- Resolved:**
- 1 To support the Village Plan Committee's Treasure Hunt without hire charges**
  - 2 That should the Hall be left particularly dirty the caretaker would receive a gesture of thanks from the Village Plan Committee.**

#### **536-09 MINUTES**

The Minutes of the meeting held on 23 July 2009 were approved

- Resolved:** **To approve the Minutes of the meeting held on 23 July as a true and fair record, and for these to be signed by the Chairman.**

#### **537-09 BUDGET MONITORING**

The budget report of expenditure to 3 September was discussed.

- Resolved:** **To note the report**

**538-09 REFURBISHMENT OF MEMORIAL HALL – HEWITT ROOM CURTAINS & TILES**

Quotations for replacement lined curtains and tiling for the Hewitt Room had been received. The tiles, it was agreed, were dated and need replacement, the curtains would be retained for the immediate future.

**Resolved:**

- 1 To remove the tiles, make good the plasterwork and paint to match the existing walls.**
- 2 That the curtains should not immediately be replaced**

**539-09 REFURBISHMENT OF MEMORIAL HALL – REDECORATION THROUGHOUT**

A budget quotation for redecoration throughout had been obtained with a view to seeking grant funding. Following due discussion it was agreed that a review of the interior design would be beneficial prior to piecemeal refurbishment

**Resolved:** **Clerk and committee members to enquire of interior design consultants**

**540-09 REFURBISHMENT OF MEMORIAL HALL – POLICE OFFICE**

It was reported that Council had approved the establishment of the Wheathampstead Rural Police Office in the Memorial Hall (Minute 508-09). The police anticipated that work would follow imminently and officers have a permanent base in Wheathampstead before year end. It was agreed that the detail of day to day decisions over alterations be delegated to a sub-committee comprising Chairman of Memorial Hall Committee and Chairman of Council (or in their absence their vice chairmen) together with the Clerk.

**Resolved:**

- 1 To note the report**
- 2 That day to day decisions on alterations be delegated to a sub-committee comprising Chairman of Memorial Hall Committee and Chairman of Council (or in their absence their vice chairmen) together with the Clerk**

**541-09 REFURBISHMENT OF MEMORIAL HALL – REPLACEMENT OF SOUTH ELEVATION WINDOWS**

As agreed at Minute 462-09 the high level south facing windows in the main hall had been replaced. It was agreed that the concrete between windows, which looked unsightly with the bright new frames, should be painted with white masonry paint.

**Resolved:** **To note the report**

**542-09 REFURBISHMENT OF MEMORIAL HALL – FLOOR CLEANING**

As agreed at minute 439-09 the toilets and vinyl floors of the Memorial Hall had been thoroughly cleaned including power scrubbing and ingrained polish removal. Members were delighted with the contractor's work.

**Resolved: To note the report**

**543-09 REFURBISHMENT OF MEMORIAL HALL – WASPS NESTS**

It was reported that two wasps' nests had been removed from the area adjacent to the high level north elevation windows.

**Resolved: To note the report**

**544-09 REFURBISHMENT OF MEMORIAL HALL – HIRERS**

It was reported that the Memorial Hall had been tidied during August to rationalise storage and facilitate cleaning. Hirers had been asked to assist by removing old and unwanted items.

It was noted that the yoga mats were removed annually by the yoga instructor for cleaning during August.

The Chairman had written to the Mothers and Toddlers reminding them of their annual requirement to remove flammable items from below the stage storage area and also confirmation of their responsibility for the behaviour and welfare of children attending the group. This included a further reminder that main access should be through the south doors and that just the person opening up should come through the side (west) door by the Parish Office. Doors to the main hall should remain closed and children not run free unsupervised. She further advised that children should be correctly supervised - there were double doors to the hall on the south side and two sets of doors to the west corridor before the door which was for public access to the Parish Office.

The Wheathampstead Dramatic Society had advised that their next stage production would be One Flew Over the Cuckoo's Nest. Members noted that an application had been submitted to SADC for the (controlled) use of pyrotechnics during dress rehearsals and production nights.

A letter had been received from the organisers of the 10K run asking for a review of hire charges for their event. It was noted that initially a nominal hire charge had been levied for the use of the Memorial Hall in order to support its establishment and this was retained for 2009 (Minute 271-09). The annual run now attracted entrants from far afield, in 2009 it was over subscribed leading to Village entrants being turned away. The day was wet and the Hall left filthy and the urinal drains blocked by mud requiring the call out of a specialist plumber. It was agreed that standard charges as advised would apply from 2010.

- Resolved:**
- 1 To note the report.**
  - 2 To endorse the Chairman's letter of 21 July to the Mothers and Toddlers Group**
  - 3 To note the application of Wheathampstead Dramatic Society to SADC for the use of pyrotechnics during the stage production of One Flew Over the Cuckoo's Nest**
  - 4 To Confirm Minute 271-09 and charge standard, unsubsidised rates for future 10K events**

#### **545-09 REFURBISHMENT OF MEMORIAL HALL – SOUND SYSTEM**

It was reported that the wiring for the new sound system, stage mixer and controller was almost complete. It was agreed that the microphone should be engraved 'property of Wheathampstead Parish Council' and that operating instructions for mixer and controller would be issued to hirers. The committee thanked Messrs Pike and Singleton for their assistance.

- Resolved:**
- 1 To note the report**
  - 2 To have the microphone engraved**

#### **546-09 FUTURE PROJECTS & BUDGET REQUIREMENTS**

As it was agreed at Minute 539-09 that an interior design consultant be approached to consider the layout of the Memorial Hall members determined to delay immediate consideration for piecemeal projects and await any professional suggestions.

#### **547-09 CENTRAL HEATING CONTROLS**

It was reported that the Chairman of Council had been advised that it may be possible to link the heating controls to the security system. Members agreed to defer consideration of this option until after the police office was established.

- Resolved: To note the report**

#### **548-09 FIRE ALARM MAINTENANCE CONTRACT**

A quotation for maintenance for the Channel Sabre Fire Alarm System had been received. To maintain it as recommended by British Standard BS5839 Part 1 2002 required two visits per annum at a charge of £115 + Vat per visit

**Resolved: To approve the maintenance contract with Channel Safety Systems as recommended by BS5839 Part 1 2002.**

#### **549-09 KEY HOLDERS**

The list of keyholders for emergency out of hours contact was reviewed. Members agreed that this list would not include the clerk who does not live in the Village. Consideration was given to including all parish councillors, but, subject to the agreement of the Chairman (not present nor asked in advance) the priority list would be 4 individuals:

- 1 Caretaker
- 2 Chairman of Memorial Hall Committee
- 3 Chairman of Council
- 4 Vice chairman of Council

**Resolved: To agree the keyholder list subject to confirmation of acceptance by Chairman of Council**

#### **550-09 REVIEW OF HIRE REGULATIONS**

It was agreed that the hire regulations including operating instructions for lighting and stage mixing be updated. A draft would be circulated to committee members for consideration at the next meeting.

**Resolved: To note the report and review the regulations next meeting**

#### **551-09 MINOR VARIATIONS IN LICENCING ACT**

It was noted that The Licensing Act 2003 has been amended to allow a minor variation process and to allow for the removal of the requirement to have Designated Premises Supervisor (DPS) at community premises. LACORS (the Local Authorities Coordinators of Regulatory Services), part of the LGA Group and the local government central body responsible for overseeing local authority regulatory and related services in the UK, had introduced a minor variations procedure in order to allow operators to make small changes to their premises licences. The procedure was introduced as the financial cost to operators of making minor amendments to their licences was found to be disproportionate in view of the negligible impact such changes would have. Only changes that would not undermine the licensing objectives were permitted under this procedure. Removing the requirement for a DPS and personal licence at a community premises (such as the Memorial Hall) allowed the management committee of village halls, church halls, chapel halls, community halls and similar community premises to apply to be collectively responsible for the supervision of alcohol sales instead of a designated person with a personal licence. The application fee for minor variations was £89.

