

## Memorial Hall Committee

**10 May 2010, 20.00h**

Present Councillors:	J Turner	Chairman
	A Brewster	
	K Stammers	
	D Singleton	
	R Suggitt	
	Julia Warren	Clerk to the Council
	Press	0
	Public	0

### **1074-10 APOLOGIES**

Apologies were received and accepted from Cllr Clark (personal reasons) and from John Pike

### **1075-10 SPECIFIC DECLARATIONS OF INTEREST**

Councillors Stammers and Turner declared a personal interest in Minute 1080-10 as community users of the hall

### **1076-10 PUBLIC SPEAKING**

None

### **1077-10 MINUTES**

The Minutes of the meeting held on 1 February 2010 were approved.

**Resolved**                      **To approve the Minutes of the meeting held on 1 February as a true and fair record, and for these to be signed by the Chairman.**

### **1078-10 BUDGET REVIEW**

The budget report of expenditure to 10 May was discussed.

**Recommended**                **To note the report**

### **1079-10 MATTERS FOR CONSIDERATION**

**Outside lighting**

It was reported that the outside lighting had failed and the contractor had been called as this presented a health and safety issue for hirers. Concern was expressed that on occasions the switch had been left on, hirers to be advised to 'switch off'. The failure was due to mal function and failure of photo-cell units.

**Grit spreader**

A suggestion that the District Council's grit/salt spreader be housed in a purpose made store adjacent to the Memorial Hall was considered. It was agreed that the recommendation to Council be that the spreader be stored in the Forge for the time being and that the Clerk investigate obtaining supplies of grit/salt.

It was further agreed that consideration of a grit bin on Brocket View be given as the one on East Lane was inaccessible because of the access barrier.

**Loft ladder**

Concerns had been raised regarding the loft ladder which accesses the control /projection/lighting room. It was agreed that Mr Suggitt, lighting engineer for the Dramatic Society, would informally inspect it and the Clerk would then contact the manufacturer. The ladder is infrequently used by contractors requiring roof access and a very limited number of hirers who are familiar with its operation.

**Hirer problems**

It was reported that a recent hirer, unusually given full access to stage lighting, had left the main hall without power having removed and altered various switches and had had to be contacted to return the hall to 'normal'. Thanks were expressed to Mr Suggitt who had in part resolved the issues. The need to remind hirers to 'return as found' was emphasised.

**Car park**

It was reported that the gully in the car park near the Brocket View entrance had been patched prior to its developing into a large elongated pothole.

**Cabinet at east end of main hall**

It was agreed that the cabinet and its contents be discussed next meeting.

*Matters below minuted here for clarity but discussed under minute 1080-10*

**Use of pins in noticeboards**

It was noted that hirers are specifically asked to use drawing pins not staples in boards and to leave the hall as found. A large number of staples abounded particularly in the east side boards, agreed hirers to be reminded of the regulations and caretaker asked to tidy them of pins, staples and miscellaneous notices.

**Fire Doors in Hewitt Room**

It was noted that the Hewitt Room fire doors catch needed attention

to enable easier securing of the building. Agree Clerk to obtain quotations.

### **Folding door partition**

It was noted that in years past when the partition between Hewitt Room and Hall were opened a mechanism existed to make the floor flush and to hide the 'runners'. Over the year various repairs had resulted in this no longer operating. This potentially produced a small trip hazard. Agreed to consider budget provision for partition threshold refurbishment for 2011-12

- Recommended**
- 1 To note the report**
  - 2 To recommend to Council that the gritter be stored in the Forge**
  - 3 To recommend to Highways & Public Transport Committee that an additional grit bin be considered on Brocket View as the one on East Lane was inaccessible because of the access barrier.**
  - 4 Clerk to contact loft ladder manufacturer post Dramatic Society inspection of ladder**
  - 5 Hirers to have the need to leave the hall in the state as found to be stressed.**
  - 6 To consider use of cabinet at east end of hall next meeting**
  - 7 Clerk to obtain quotations to more easily secure Hewitt Room fire doors**
  - 8 To consider, at budget preparation time, the inclusion for partition threshold refurbishment.**

### **1080-10 MEMORIAL HALL USAGE**

A schedule showing regular bookings for the Memorial Hall had been circulated. Members noted the wide variety of community groups it served across all age ranges. Most days were well booked with Thursdays having more 'vacancies' making it the perfect day for ad hoc and infrequent bookings.

Consideration was given (minute 842-10) to future differential charging for Villagers and non residents including the impact on Council Tax and Business Rate payers and visitors' input to the local economy. It was noted that for many years a block booking discount had been offered. Members agreed that there should be no change to charging for individual ad hoc bookings, the block bookings discount would remain.

