

Memorial Hall Committee

27 September 2010, 20.00hr

Present	Councillors:	J Turner	Chairman
		G Clark	
		J Pike	
		R Suggitt	
		Irene Casper	Deputy Clerk
		Press	0
		Public	0

This meeting was not quorate

1158-10 APOLOGIES AND SUBSTITUTIONS

Apologies were received and accepted from Cllr Brewster and David Singleton (personal reasons).

1159 -10 QUESTIONS FROM THE PUBLIC - None

1160 -10 SPECIFIC DECLARATIONS OF INTEREST - None

1161-10 MINUTES

The minutes of the meeting of 3 August 2010 will be submitted for approval at the next committee meeting.

Recommendation: Minutes of 3 August 2010 to be approved at the next committee meeting

1162-10 MATTERS FOR CONSIDERATION

Appointment of Assistant Caretaker

A number of applications for the position have been received. The Chairman and Vice Chairman of the committee recommended that this item be deferred to the next meeting. Interim the Clerk will ascertain more information from a number of the applicants. A letter to go to one applicant thanking him for his application and interest in the position.

Update on access to the north side of the building and the painting of two bays and eastern side of the building

The possible removal of the ramp access to the north of the building is being looked into.

The Clerk has submitted an Access Statement to St. Albans District Council who will check the statement against The Disability Discrimination Act (DDA) for compliance. Cllr. Clark and the Deputy Clerk had recently attended a Fire Safety Training Course. Cllr. Clark informed members that a Fire Risk Assessment identifying the normal usage of the hall would help in the assessment of how many disabled entrances/exits were required. While this item is being investigated the committee have considered having the tired looking render to either side of the north porch doors and the eastern side of the building repainted. The Chairman and Vice Chairman recommend that the Clerk seeks quotations for the re-painting, taking advice from the contractor on whether re-rendering is necessary before the re-painting takes place.

Safety testing of hall equipment

All portable electrical items are PAT tested annually.

Clerk to ascertain whether stage lighting requires annual PAT testing.

The gas cookers in the kitchen are due for a service. The Chairman and Vice Chairman recommend acceptance of a quotation received from Roland Allen - £75 call out, £12.50 per 15 minutes – time estimated 1 hr for each appliance = £175.

Alternative Utility Supplier

Members considered changing the utility supplier. A saving of 26.84% annually has been projected by moving supplier

The Chairman and Vice Chairman recommend we sign the contract with whoever demonstrates these savings.

Main Hall Lighting

The Chairman and Vice Chairman recommend that the Clerk contacts local Display Lighting Contractors for a quotation to include types of lighting available for use in the Main Hall and a specification of works.

Bin Store Lighting - update

This light is on/off at different times of the day/night. No control switch has been found. The Chairman and Vice Chairman recommend the light to be monitored and a control switch/timer clock looked for.

Loft Access Ladder – update

Cllr. Burgess has volunteered to take on this task as a small project.

The ladder is not to be removed during October, the Dramatic Society need access to the lighting box for their rehearsals and production evenings. The repair to take place in November. The Chairman and Vice Chairman recommend that a building contractor inspects the ladder and supplies a quotation for repair.

Small moveable set of steps

A hook is missing from one side of the small moveable steps that access the side of the stage. The Chairman and Vice Chairman recommend that the hall caretaker fits a new hook.

Access to the stage from the Green Room

There is no handrail on the steps that access the stage to the Green Room on stage left side.

The Chairman and Vice Chairman recommend that hirers who use the stage are directed to the access stage right where there is a handrail.

- Recommendation to Council**
- 1 The Appointment of Assistant Caretaker to be deferred to the next meeting. Letter to go to one applicant. Action Clerk.**
 - 2 Quotations to be sought to re-paint the render on either side of the north doors and eastern side of the building. Action Clerk.**
 - 3 Clerk to ascertain if stage lighting requires annual PAT testing.**
 - 4 Quotation from Roland Allen to service the two gas cookers in the kitchen - £75 call out, £12.50 per 15 mins – approx 1hr for each cooker = £175 be approved.**
 - 5 Change utility supplier and sign contract with whoever demonstrates the 26.84% savings.**
 - 6 Quotations to be sought from local Display Lighting Contractors for suitable lighting and works specification for the Main Hall.**
 - 7 Monitoring of bin store light.**
 - 8 Repair to loft access ladder to be undertaken during November. Quotation from building contractor to be sought.**
 - 9 Hook missing from small moveable steps to be replaced. Action Caretaker**
 - 10 Hirers who use the stage to be directed to stage right to access the Green Room.**

1163-10 BUDGET REVIEW

a) To review current budget

A budget review was circulated to all members. Copy attached.

b) To consider projects for 2011/2012 prior to Budget Meeting

The following projects were discussed.

Digital Projector – estimate of somewhere between £460 - £1600. The contractor will give an accurate quotation after a site meeting.

In future a quotation to replace stage lighting will be sought and that quotation could include the installation of a digital projector.

To renovate the partitions between the Hewitt Room and main hall, both to make the threshold safer and improve the acoustic separation of the areas so they can be hired more independently.

To improve the lighting in the main hall.

To improve the acoustics of the main hall by cladding or partially cladding the rear wall to dampen sound reflections.

More versatile and user-friendly door lock and indication system.

A large key-pad operated 'safe' fixed to the wall say, backstage to hold a power extension lead, microphones, cables and stand(s) and remote control for item 5. This will help avoid those occasions when the equipment has not been put out ready for a booking, whilst keeping the kit reasonably secure.

A new scaffolding tower, (same size as present one).

Middle of the car park needs refurbishing.

Parish Office, corridor, toilet in need of re-painting.

- Recommendation to Council**
- 1. To note the report.**
 - 2. Bulbs for main hall lighting to be put on stage on Sunday 10th October; members of WDS will replace failed bulbs.**
 - 3. Costs of new scaffolding tower to be sought. (Action Clerk).**
 - 4. Quotation to refurbish middle of car park. (Action Clerk).**
 - 5. Quotations to be sought to repaint the Parish Office, corridor and toilet. Action Clerk)**

1164-10 INSTRUCTIONS FOR HIRERS

Final amendments were agreed to the hall plan.

Instructions for hirers were reviewed and amendments made to the Fire Precautions section.

The existing Fire Risk Assessment was review by members and amendments discussed.

The Chairman and Vice Chairman agreed to recommend that an updated Fire Risk Assessment be produced for approval at the next committee meeting.

Annual Fire drills are carried out at the hall.

- Recommendation to Council**
- 1 Hall plan is now agreed.**
 - 2 Council to approve usage of new instructions with amendments to the Fire Precautions section.**
 - 3 Fire Risk Assessment to be updated for approval at the next committee meeting**

The Chairman declared the meeting closed at 21.10h.

Dated this day of 2010

Chairman