

Memorial Hall Committee

7 February 2011, 20.00h

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

1693-11 APOLOGIES AND SUBSTITUTIONS

All councillors present

1694-11 QUESTIONS FROM THE PUBLIC

None

1695 -11 SPECIFIC DECLARATIONS OF INTEREST

To be taken as they arise. Cllr. Begg declared a non-pecuniary interest in item 11. He has volunteered to take on the role of DPS (Designated Premises Supervisor)

1696-11 MINUTES OF MEETING 29 NOVEMBER 2010

The Minutes of the meeting held on 29 November 2010 were approved.

Resolved **To confirm the Minutes of the meeting held on 29 November 2010 as a true and accurate account of the meeting and for these to be signed by the Chairman.**

1697-11 Members agreed to take item 11 as the first business of the evening. **MH Licensing Schedule & Designated Premises Supervisor**

Cllr. Begg had volunteered to be the DPS (Designated Premises Supervisor) of the Memorial Hall some time ago and is still very happy to take on this role. He has some concerns about the existing Licensing Operating Schedule for the Memorial Hall and the personal liability which he would be taking on.

Cllr. Begg already holds a Personal Licence from when he ran a business in the village. Copies of his personal Licensing Operating Schedule and the Licensing Operating Schedule of the Memorial Hall had been circulated to members prior to this meeting.

The four main points of concern are:

1. **Protection of Children from Harm.**
2. **Prevention of Crime & Disorder.**
3. **Public Safety.**
4. **Prevention of Public Nuisance.**

Cllr. Turner informed the committee that the Memorial Hall hiring procedures had tightened up hugely over the last few years; including the ruling that no teenage parties were allowed in the Hall.

It was agreed to contact local Councils i.e. Redbourn, Kimpton, Hatfield etc. to obtain copies of their Licensing Operating Schedules for comparison and to see what personal responsibilities fall on their Designated Premises Supervisors.

Cllr. Turner thanked Cllr. Begg for attending the meeting

Cllr. Begg left the meeting 20.10pm

Recommendation to Council	The Clerk contacts local Councils requesting copies of their Licensing Operating Schedules.
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1698-11 BUDGET REVIEW 2010-11 including repairs & maintenance & necessary works

A budget review was circulated to all members.

Members conducted a monitoring exercise of the current budget (2010-11) to ensure expenditure is in line with the budgeted figure.

A quotation had been received to service 2 boilers – (boilers which serve the Hewitt Room & office). £65 per boiler. Members agreed to recommend acceptance of this quotation.

The Heat Exchange Unit which heats the Main Hall and Green Room has been faulty and causing problems since October 2010. Members agreed that the Clerk contact the manufacturer of the Heat Exchange Unit for advice/service.

If the manufacturer is no longer in business Clerk to contact Hamworthy – a boiler Company - for advice.

The rendering on the south side of the building is in need of repair. Members agreed to the re-rendering of this side of the Memorial Hall if it is possible within the remaining 2010/11 budget

Cllr. Clark and the Deputy Clerk had inspected the external paintwork of the building (min 1548-10). A report had been circulated to all members. Cllr. Turner proposed “we keep the report and work through the items as per budgetary confines allow”. Agreed. Volunteers could take on some of the re-painting. (i.e. painting of toilet by West door).

The Library steps are in need of re-rendering. Members agreed that this work is a priority.

The locks on the doors from the Main Hall to the corridor and the Gentlemen's toilet are proving difficult to open with certain keys. Cllr. Turner has been advised that graphite dust could be the solution to this problem. Members agreed to purchase graphite dust to see if this alleviates the difficulties with the locks.

Cllr. Turner reported that the rope holding the projector screen had broken on Wednesday night. Messrs. Pike and Singleton repaired the rope on Friday. The rope has enough spare on it to allow for one more break.

The committee thank Messrs. Pike and Singleton for their prompt repair to the rope. It is greatly appreciated.

- Recommendation to Council**
- 1 To note the budget report.**
 - 2 To accept the quotation of £65 per boiler to service 2 boilers in the Memorial Hall.**
 - 3 Clerk to contact manufacturer of Heat Exchange Unit for advice/service.**
 - 4 South side of the Memorial Hall to be re-rendered if within the 2010/11 budget.**
 - 5 To note the External Inspection Report.**
 - 6 The Library steps to be re-rendered.**
 - 7 Graphite dust to be purchased for use on Hall locks.**
 - 8 Committee's thanks to go to Messrs. Pike and Singleton for their prompt repair to the projector screen rope.**

1699 -11 MAIN HALL LIGHTING

A Lighting Contractor had supplied lighting brochures to the Council and Cllrs. Turner, Clark and Brewster had looked through them.

The current lighting in the hall uses 3000 watts and the present lights may be 'dimmed'. The wattage needed, brightness of lights and the ability to 'dim' new lighting was discussed.

Members agreed that the Clerk contact the Lighting Contractor and inform him of the committee's queries and seek his advice. The Clerk is to thank him for the brochures and arrange for them to be given back to him.

Richard Suggitt has a contact for commercial lighting; he will pass details to the Clerk.

Cllr. Brewster will pass on details of another contractor.

The committee agreed that there are difficult decisions to be made regarding the replacement of the Hall lights and this item will take a long time to resolve.

- Recommendation to Council:**
- 1. Clerk to contact the Lighting Contractor; thank him for the loan of the lighting brochures; inform him of the committee's queries and ask his advice.**
 - 2. Richard Suggitt and Cllr. Brewster to pass on contact details of Lighting Contractors to the Clerk.**

1700-11 LOTTERY APPLICATION – Deferred to next meeting.

1701-11 REQUEST FOR USE OF TOILETS

The Chairman explained the background to this request. Deferred to the next meeting as the letter giving full details of the request has not yet been received.

An article on use of the Memorial Hall toilets is going to be in the Spring 2011 edition of the Pump.

Recommendation to Council

- 1 This item deferred to the next committee meeting**
- 2 Article on use of MH toilets will be in the Spring 2011 Pump.**

1702-11 REQUEST FROM HIRERS / POTENTIAL HIRERS

A request has been received from a hirer that their caterer is allowed use of the kitchen during the day before their event. They have hired the hall for preparation time in the evening.

Members agreed that the caterer may have access to the kitchen during the day if the groups who have hired the hall for the morning and afternoon agree. Clerk to contact the groups involved.

The hirer has also requested that two extra fridges may be delivered to the Hall for use for the event.

Members agreed that two fridges may be allowed if our electrical contractors advise there will be no problem with the electricity supply.

It was agreed that the normal preparation time hourly rate is to be charged for the hours the caterer is in the building.

Recommendation to Council:

- 1. A hirer's caterer may have access to the kitchen during the day before their event if the groups who are in the hall that day agree. Action Clerk.**
- 2. The hirer may have two fridges delivered to the Memorial Hall if our electrical contractors advise this will not cause a problem with the electricity supply.**
- 3. Hirer to be charged the normal preparation time hourly rate for the time the caterer is in the building.**

1703-11 ELECTION ARRANGEMENTS

After the Elections in May 2010 SADC had not removed the polling booths the next morning, as per usual practice, and were left in the Hall all weekend. This caused problems for hirers of the hall during Friday, Saturday and Sunday. A letter of complaint had been received from one hirer about the impediment caused by the polling booths, and who had subsequently only paid 70% of the hire charge.

A letter of complaint has been sent to SADC about the non removal of the polling booths, bringing to their attention the problems this caused and requesting the payment of the balance of the hire charge. A copy of the Conditions of letting was enclosed with the letter drawing their attention to item 10.

