

Memorial Hall Committee

24 May 2011, 19.30h

Present Councillors:	G Clark	Chairman
	D Johnston	
	A Brewster	Arrival 19.40
	T Reason	Arrival 21.25
	D Singleton	
	R Suggitt	
	K Stammers	DPS
	Irene Casper	Deputy Clerk
	Press	0
	Public	0

1916-11 APOLOGIES AND SUBSTITUTIONS

Apologies were received and accepted from Councillor T. Reason (late arrival 21.25) and Mr J Pike

The Chairman agreed to take item 11 as first business of the evening so that Mr. Stammers could leave the meeting early.

1917-11 MH Licensing Schedule and Designated Premises Supervisor

Mr Stammers (a former Parish Councillor) is the Designated Premises Supervisor for the Memorial Hall at the moment and would like to give this position up.

Mr Stammers went through the procedure involved in the role of Designated Premises Supervisor. He had spoken to a Licensing Officer at St. Albans District Council to see if it was possible for an Officer to attend the committee meeting and discuss the situation, but no one had been available.

Councillor David Johnston has spoken to Mr Matthew Samples (Manager of Wheathampstead Club) about the DPS position at the Memorial Hall and recommended him for the post.

Mr Samples holds an alcohol licence, has a licence to provide security and is trained in First Aid. Mr Samples would give a donation to the Parish Council when he runs a bar in the hall.

At the moment there is a diversity of hirers who consume alcohol at the Memorial Hall. Some Charities/organisations run their own bar, the profits going to their funds; some organisations run a bar, profits going to charity; a number of hirers do not sell alcohol but give it or people bring their own.

Cllr. Brewster arrived 19.40hr

Members did express concern about appointing Mr Samples without contacting village publicans to see if there was anymore interest in the position. It was thought that at the moment no other licensee was interested in taking on this role.

After full discussion of all related issues it was agreed that Councillor Clark would arrange to have a meeting with Judith Adamson, Licensing Solicitor at St Albans District Council to discuss the legalities of Mr Samples taking on the role and any problems that might arise in the case of hirers who would not wish him to run a bar; and report back to members.

Councillor Clark will take a copy of the Parish Council's alcohol form to show to Ms Adamson and ask if there are any amendments needed.

Mr Stammers agreed to carry on as DPS for a month whilst these investigations are carried out and the process is finalised.

Councillor Clark thanked Mr Stammers for agreeing to carry on for another month giving the Parish Council time to appoint a new Designated Premises Supervisor.

The committee noted that there will be an official changeover when the new DPS is appointed.

Mr Stammers handed in his handbook for Personal Licence Holders.

Mr Stammers left the meeting 19.45hr

- Recommendation to Council:**
- 1 Councillor Clark to meet with Judith Adamson, Licensing Solicitor at SADC regarding the legalities of Mr Samples taking on the role of Designated Premises Supervisor at the Memorial Hall.**
 - 2 Councillor Clark to show Ms Adamson a copy of the Parish Council's alcohol form and enquire if any amendments are needed.**
 - 3 Mr Stammers to carry on in the role of Designated Premises Supervisor for a month.**
 - 4 There will be an official changeover when the new DPS is appointed.**
 - 5 To note receipt of the Personal Licence Holders Handbook from Mr Stammers**

1918-11 Election of Vice Chairman

This item deferred to the end of the meeting. Councillor Reason is expected to arrive at 21.30hr

1919-11 QUESTIONS FROM THE PUBLIC

None

1920 -11 SPECIFIC DECLARATIONS OF INTEREST

Messrs. Singleton and Suggitt both belong to organisations which hire the Memorial Hall.

1921-11 MINUTES OF MEETING 7 February 2011

The Minutes of the meeting held on 7 February 2011 were approved.

Resolved

To confirm the Minutes of the meeting held on 7 February 2011 as a true and accurate account of the meeting and for these to be signed by the Chairman.

1922-11 BUDGET REVIEW 2011-12

Members reviewed the budget for 2011-12.

The committee took note of the amount budgeted for buildings repair and maintenance with regard to item 8 on the agenda – re rendering of walls.

Recommendation to Council

To note the review of the 2011-12 budget.

1923 -11 General Maintenance – Internal and External

Councillor John Burgess had submitted a list of items of external maintenance items which need attention. (Circulated to all members).

Members inspected the outside of the Memorial Hall, giving consideration to Councillor Burgess's list.

Members agreed:

That the land and structures to the front of the building, (notice board, Memorial Hall sign, edging to tarmac) adjacent to the Marford Road are in need of attention but that this is a long term project. This area needs to be brought up to date and be included in the 'branding' of the village. A grant could be sought to upgrade this area.

The waste bin by the seat is scheduled to be replaced imminently with the bin that used to be in the High Street. (This bin has been away for repair).

The edging between the grass and tarmac to be tidied.

The 2 oak posts to be left alone at the moment. (The future of these posts to be taken when the area is upgraded).

Ivy growing on the wall of the building at the library. This to be removed immediately.

Ivy growing on trees. The small amount of ivy on the smaller trees adjacent to Bocket View to be removed now.

A tree specialist is hired to remove the ivy from the large Maple tree in the Autumn. It may be that it is so far gone that the tree specialist would not recommend removal of all the ivy.

The shoots at the base of the tree should not be removed as they do provide some privacy for the houses opposite.

The area of wall by the boiler room door is stained and needs acid treatment. This to be done imminently.

Branches of tree (near the electricity sub station) are growing over the footway (adjacent Marford Road) and need cutting back. Quotation to be sought from our contractor.

Quotations to be sought for the trimming of the hedge (adjacent to Marford Road) and the repair of the arris fencing (Surgery end of the Marford Field).

The arris fencing to stay in situ.

Councillor Burgess to be thanked for his list and to be asked to take on some of these tasks as a small project

Dishwasher for the Memorial Hall Kitchen

At the moment there is no dishwasher in the kitchen at the hall. Councillor Clark has looked into the costs of a commercial dishwasher as an aid to hirers and an asset to the hall. Commercial dishwashers have a short cycle (10mins). Councillor Clark had details of a washer that took cups, saucers, side plates, glasses, was unsure whether it takes dinner plates.

The Deputy Clerk had spoken to a local caterer about commercial dishwashers and was informed that some local halls and schools have dishwashers in their kitchens and the washers can be locked so that only hirers who had requested use could have access to the machine.

Members considered the costs involved – initial outlay approx £700-£800, heating and amount used of water and siting.

A charge would be applied for hirers who requested use of the machine.

Members agreed in principle to purchase a dishwasher and to get more details and quotations for the next committee meeting.

Requests

The local Flower Club have asked if they can borrow cups and saucers from the Memorial Hall kitchen for a strawberry cream tea they are holding.

Members agreed subject to any breakages being paid for.

Collection and return arrangements to be agreed with the Clerk.

- Recommendation to Council:**
- 1 The land and structures adjacent to Marford Road at the front of the Memorial Hall to be upgraded to fit into the 'branding' of the village. This is a long term project.**
 - 2 Grants to be sought to upgrade the area at the front of the Memorial Hall. Action Clerk and Councillors.**
 - 3 The waste bin by the seat to be replaced with the repaired bin.**
 - 4 Councillor Burgess to be thanked for his list of external maintenance items and to be asked to take on some of the tasks as a small project including:**
 - The edging between the grass and tarmac to the south of the hall to be tidied.**
 - Ivy growing on the wall of the building by the library to be removed immediately.**
 - Ivy growing on the smaller trees adjacent to Brocket View to be removed now.**
 - The stained area of wall by the boiler room door to be cleaned with an acid treatment**

- Recommendation to Council:**
- 5 **The 2 oak posts to be left in situ until the area is upgraded.**
 - 6 **A tree specialist is hired to advise on removal of the ivy on the large Maple tree in the autumn.**
 - 7 **Shoots at the base of the large Maple tree not to be removed as they provide privacy for neighbouring houses.**
 - 8 **Quotation to be sought to cut back the Branches of a tree overgrowing the footway adjacent to Marford Road (near the electricity sub station)**
 - 9 **Quotations to be sought for trimming the hedge (adjacent to Marford Road) and repair of the arris fencing (at the surgery end of the Marford Field).**
 - 10 **Quotations to be sought to patch areas of tarmac on the Memorial Hall car park.**
 - 11 **Quotations and details to be sought for a commercial dishwasher. Action Clerk to report at the next meeting.**
 - 12 **Arris fencing to be left in situ.**
 - 13 **The Flower Club may borrow cups and saucers; on an afternoon in June, from the Memorial Hall kitchen subject to any breakages being paid for. Collection and return arrangements to be agreed with the Clerk.**
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1924-11 Rendering of Walls

The walls by the library and at the insides of the ramp to the south side of the building are badly in need of re-rendering. Quotations had been sought.

Members considered this item and agreed that, although the re-rendering is a temporary fix, a quotation should be accepted and the work done as soon as the ivy has been removed from the wall in the same area.

Note: The removal of the ramp and closing up of the single door at the south side of the building is still under consideration.

Members agreed to accept the quotation from B. J. Builders Group to re-render the walls by the library and the inner sides of the ramp to the south of the building. - £1270.00 + vat.

Members also agreed that the 'outside' wall of the ramp (the steps side) should be painted. A volunteer could do this work.

- Recommendation to Council:**
- 1 **The quotation of £1270 + vat from B. J. Builders Group to re-render the walls by the library and in inner sides of the ramp is accepted.**
 - 2 **The 'outside' wall of the ramp is to be painted.**

1925-11 Car park - paving and fence

Members inspected the Memorial Hall Car Park and agreed that there were quite a few areas of tarmac surface that need patching. Quotations for this work to be sought

Recommendation to Council

Quotations be sought to patch the tarmac surface at the Memorial Hall Car Park. Action Clerk.

1926-11 Internal decoration – This item deferred to the next committee meeting

1927-11 Long Term Projects

Members discussed long term projects including an Audio Visual System, the Hall lighting and Stage lighting.

Audio Visual System

Members discussed the installation of an Audio Visual System in the hall. (A specification had been circulated to all members).

Upgrading to an audio visual system would allow much greater use of the hall for conferences and the showing of films (an item in our Village Plan). In the current situation with St Albans District Council who are in consultation to stop the circulation of paper copies of planning applications to Parish Councils, an upgraded audio visual system would allow the Council to inspect the plans in great detail.

An opportunity might arise to install a new system when the hall lighting is upgraded. The initial outlay could be recouped through hiring's.

The siting of the equipment would need careful consideration.

Councillor Brewster informed members there might be sources of money available to enable the installation of a new Audio Visual System. She will investigate.

It was agreed to further investigate this item, have a detailed specification drawn up and source costs. This item to be on the agenda at the next committee meeting.

Lighting – Main Hall Lights

Councillor Reason arrived during this item 21.25hr.

The Memorial Hall Committee have been looking into upgrading the Main Hall Lighting and the Memorial Hall, as yet progress is slow.

Councillors Brewster and Clark had looked at lighting brochures and not found any suitable styles of lighting to date.

The hall lighting is becoming 'dimmer' as the 100watt bulbs expire and are replaced by 60watt bulbs. 100watt bulbs to be sourced.

Members agreed that a Lighting Consultant to advise on new main hall lighting to be found, fees to be ascertained and brought to the next meeting.

Members agreed an overall decorative theme would be advisable and to that end an Interior Designer to be found. The Memorial Hall Committee had met with an Interior Designer a year ago but had not gone far down the process because of costs. Interior Designer to be contacted again and fees/charges to be brought to the next committee meeting.

Stage Lighting

Richard Suggitt informed members of the state of the stage lighting and why it is in need or upgrading. Most of the equipment is obsolete and failing all the time. Quotations had been received two years ago, (approx £15,000) to replace the stage lighting, money is being put away in forward projects for this item. The quotations were for replacing on a like for like basis not for adding to. Current quotations should be sought for the November budget meeting.

Richard Suggitt expressed concern that very few people know how to operate the stage lighting system. Councillor Johnston volunteered to learn how to operate the system and agreed to arrange a meeting with Richard to go through it. The Deputy Clerk will liaise with Councillor Johnston and Mr Suggitt to arrange a date for the meeting, which will take approximately 2 hours.

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| Recommendations to Council | <ol style="list-style-type: none"> 1 Councillor Brewster to investigate sources of funding for the installation of an Audio Visual System at the Memorial Hall. 2 Further investigation of the Audio Visual System, a detailed specification and costs to be brought to the next committee meeting. 3 A Lighting consultant to be found and fees/charges to be ascertained and brought to the next committee meeting. 4 Interior Designer to be re contacted and fees/charges to be brought to the next committee meeting. 5 Quotations for new stage lighting to be sourced for the November budget meeting. 6 Councillor Johnston and Richard Suggitt to arrange a meeting to show Councillor Johnston how the stage lighting system works. Action Deputy Clerk. |
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1928-11 Grant Applications

No grant applications regarding the Memorial Hall have been submitted at the moment. Members agreed to keep looking for sources of funding for the hall.

Recommendation to Council	Councillors and the Clerk keep looking for sources of grant applications for the Memorial Hall.
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1929-11 Election of Vice Chairman

Councillor Johnston proposed Councillor Reason be Vice Chairman of the Memorial Hall Management Committee, seconded Councillor Brewster. Agreed.

Recommendation to Council: **Councillor Reason is Vice Chairman of the Memorial Hall Management Committee.**

1930-11 Consultation on Code of Practice Relating to Surveillance Cameras

The Government are carrying out a Consultation on the Code of Practice Relating to Surveillance Cameras (CCTV). Comments to be received by 25 May 2011.

Consultation documents had been circulated to all members.

Option 1. Do nothing leave

Option 2. Develop and Publish a self-regulating Code of Practice to be monitored by a Surveillance Camera Commissioner.

Members agreed to a response in favour of option 2.

Recommendation to Council	1	To note the report
	2	To respond by 25 May 2011 in favour of Option 2. Develop and Publish a Self-regulating Code of Practice to be monitored by a Surveillance Camera Commissioner. Action Clerk.

1931-11 DATE OF NEXT MEETING – to be arranged

The Chairman declared the meeting closed at 22.10h

Dated this day of 2011

Chairman