

Memorial Hall Committee

26 July 2011, 1935.00h

Present	Councillors:	G Clark	Chairman
		D Johnston	
		J Pike	
		R Langer	WDS
		Irene Casper	Deputy Clerk
		Press	0
		Public	0

The meeting was inquorate

2066-11 Apologies and substitutions

Apologies were received and accepted from Councillor A Brewster (attending a SADC meeting) and D. Singleton

2067-11 Questions from the Public

None.

2068-11 Specific Declarations of Interest

Councillor Johnston declared a non-pecuniary interest in item 2072-11f; he was a member of WEB when the Parish Council made the decision on the fee charged for hire of the Memorial Hall.

2069-11 Minutes

The Minutes of the meeting held on 13 June 2011 were deferred to be approved at the next meeting of the Committee.

Resolved **The Minutes of the meeting held on 13 June 2011 deferred for approval at the next meeting of the committee.**

2070-11 Budget Review

Councillors Clark and Johnston reviewed the 2011/12 budget.

Recommendation **To note review of the 2011/12 budget.**
to Council

2071-11 General Maintenance – Internal and External

a) Cooker (small)

Councillors Clark and Johnston inspected the cooker (small) in the kitchen and agreed that it needs a deep clean. It was agreed to recommend a quotation is obtained to steam clean the oven. Interim the caretaker to be asked to clean the cooker.

b) Locking of porch doors

It has been reported that the alarm system, when set, is not always registering that the north / south doors are unlocked. It was agreed to recommend that hirers are informed to manually check that the doors are locked before they leave the library corridor and set the alarm by the west door. A note to that effect to be added to the locking instructions.

c) Skip

Clearance / tidying work is taking place around the Memorial Hall. It was agreed to recommend that a skip is hired for removal of the debris.

d) Access to the Playing Fields from the Memorial Hall Car Park

It has been reported that when it rains the entrances onto the Marford playing fields from the Memorial Hall car park fill with water. Councillor Johnston had noted that where the grass edge has built up the rain water does not drain away quickly. Members agreed to recommend that initially small 'V' shaped channels are cut – every ½ metre – which should allow the water to disperse and flow onto the field. This job could be a small project and should be undertaken before the autumn.

A second approach would be to install a gully to catch the water. Funding for this would be split between the Memorial Hall and Youth and Playing Fields budget.

e) Deep Cleaning of the tiled floors

A quotation has been received for the annual deep clean of the tiled floors throughout the Memorial Hall. Scott & Sons £310 + vat. It was agreed to recommend acceptance of this quotation.

Recommendation to Council

- 1 A quotation is sought to steam clean the small cooker in the kitchen.**
- 2 The hall caretaker to be asked to clean the cooker until steam cleaning can take place.**
- 3 Hirers to be informed to manually check the north / south porch doors before setting the alarm.**
- 4 A skip to be hired for removal of debris from clearance work.**
- 5 'V' shaped channels are cut every ½ metre on the grass edge of the Car Park to allow rain water to disperse onto the playing field. This item to be a small project.**
- 6 To accept a quotation from Scott & Sons of £310 + vat to deep clean the**

tiled floors throughout the Memorial Hall.

2072-11 Use of Memorial Hall

a) Use of the hall by Youth Groups

Members considered use of the Memorial Hall by youth groups. Members are extremely happy to accommodate youth activities in the hall, but are reluctant to turn away paid bookings when it is necessary to maintain the upkeep of the building. It was agreed to recommend that the first Saturday morning of the month be kept for a youth activity, a second Saturday morning each month to be flexible. Use on a Thursday night to be booked no more than 3 in advance – paid bookings are normally received within this time scale.

b) Flower Club

It was reported that at a meeting of the Wheathampstead Flower Club last week the stage lights had not been working as expected. The stage had been very dim causing difficulties with the flower demonstration. On investigation of the lighting system, lights had been left unplugged resulting in the normal stage lighting not working.

The lighting system is very complex and needs cataloguing. It is crucial that staff and a few councillors know the correct positions of the plugs for normal stage lighting, this is the set lighting used by the majority of hirers. Plugs need to be labelled for identification to correspond with a chart.

Councillor Johnston agreed to liaise with Richard Suggitt (Wheathampstead Dramatic Society) regarding the lighting system.

It was agreed to recommend that the Flower Club's fee for that evening (£38) be waived.

c) Soap dispenser / sanitary disposal

At the moment the toilets are equipped with hand soap and hand towels. Recently the toilets have been blocked with hand towels resulting in expenditure on plumbers and Dyno-Rod. Members considered the installation of hot air dryers and soap dispensers.

It was agreed to recommend that a hot air dryer - £155 + installation – a soap dispenser £12.95 + installation with liquid soap £7.95 be purchased for the gentlemen's toilet.

The caretaker will replenish the liquid soap.

It was noted that spare soap, hand towels and toilet paper be left out when large functions are taking place in the hall.

d) Wheathampstead Community Group – request for storage

Wheathampstead Community Group will be running computer classes in the library and have asked if there is an area in the Memorial Hall they can use for storage of equipment.

It was agreed to recommend that part a storage cupboard, off of the library corridor, be made available for their use. The Community Group to be asked if they will shelve the cupboard as necessary. The equipment to be stored under their own risk and insurance to be their responsibility.

e) Shrubs

It has previously been agreed to spend up to £40 on shrubs to be planted in the flower bed by the library.

Members considered the condition of the flower bed at the front of the Memorial Hall and agreed to recommend that up to £40 be spent on new shrubs for this area.

Councillors Clark and Reason to liaise regarding purchasing shrubs from a Wholesale Nursery.

f) WEB – hire charge for the Memorial Hall

Wheathampstead for Enterprise and Business (WEB) had hired the hall on 12 June 2011 for the 'World comes to Wheathampstead' event.

The fee agreed at the time of booking, £20, was a charge for the cleaning of the hall as the Parish Council wished to support a new venture in the village. The invoiced amount was £55 and WEB have requested reimbursement of the extra charge.

Councillor Johnston, who was a member of WEB when the Parish Council agreed a fee for the hire of the hall had declared and non-pecuniary interest and was allowed to speak to give back ground on this item.

Councillor Clark explained that due to the weather conditions on the day the entire hall was used by WEB and the hall was left in a very dirty state. The cleaner had to work longer hours to bring the hall back to the standard cleanliness. It was considerably more than the usual clean, which was what the original fee was based on. The higher charge was for the extra cleaning costs.

As Councillors Clark and Johnston were the only councillors present this item deferred for decision by Full Council at its meeting on Thursday 28 July.

- Recommendation to Council**
- 1 To approve the first Saturday morning of every month to be booked for a youth activity, a second Saturday of the month to be flexible.**
 - 2 To approve the use of the Memorial Hall on a Thursday night to be booked no more that 3 months in advance – paid bookings are normally received within this time scale.**
 - 3 Councillor Johnston to liaise with Richard Suggitt (WDS) to catalogue the**

- stage lighting system.**
- 4 To approve the hire fee for the last meeting of the Flower Club to be waived (£38).**
 - 5 To approve purchase of a hot air dryer £155 + installation, soap dispenser £12.95 + installation, liquid soap £7.95 for the Gentlemen's toilet.**
 - 6 To approve the use of a storage cupboard off of the library corridor for the Wheathampstead community Group.**
 - 7 To note extra hand soap, towels and toilet paper be left out when large groups hire the hall**
 - 8 The Community Group be asked if they can install shelving and informed that items are stored at their risk and insurance to be their responsibility.**
 - 9 Shrubs to be purchased for the flower bed at the front of the Memorial Hall – up to £40.**
 - 10 Councillors Clark and Reason liaise regarding purchase of shrubs for a Wholesale Nursery.**
 - 11 The Parish Council to consider the request by WEB for reimbursement of the extra fee charged for hire of the Memorial Hall – *charge was for extra cleaning.***

2073 -11 Car Park, Paving and Fence

There are a number of pot holes in the surface of the Memorial Hall car park. It was agreed to recommend that the holes are dry filled. Quotation to be sought from an odd job man.

A request has been received for paving to be installed as pedestrian access to the right side of Brocket View road down to the entrance to the car park (the grassed strip of land between the Memorial Hall fence and kerb). It was agreed to recommend that ownership of this strip of land be confirmed.

A request has been received to move the fence between the Memorial Hall car park and the Marford playing field to the top of the slope and the edge of the tarmac. It has been reported that cars have been overshooting the car park in this area.

Members agreed to note the request.

- Recommendation to Council**
- 1 A quotation is sought to dry fill pot holes in the Memorial Hall car park.**
 - 2 Ownership of the land between the Memorial Hall fence and kerb on Brocket View Road to be confirmed.**
 - 3 To note the request to move the fence between the Marford playing field and the Memorial Hall car park.**

2074-11 Internal Decoration

The Parish Office, toilet and corridor by the west door are in need of redecoration.

Members considered the mechanics of the office staff being able to carry on working whilst re-decoration was taking place.

To enable staff to work in either the Green Room or the Hewitt Room it was agreed to recommend that the I.T. Committee consider the installation of WiFi in the Parish Office.

Members agreed to recommend that a Working Party decorate the Parish Office during the Christmas holidays when the hall is not booked out.

- Recommendation to Council**
- 1 The Parish Council I.T. Committee considers the installation of Wifi in the Parish Office.**
 - 2 A Working Party re-decorates the Parish Office during the Christmas holidays.**

2075-11 MH Licensing schedule & Designated Premises Supervisor

It was noted that the paperwork regarding the Licensing schedule and Designated Premises supervisor is being processed by SADC.

- Recommendation to Council**
- To note the paperwork regarding the Licensing schedule and Designated Premises supervisor is being processed by SADC.**

2076-11 Long Term Projects

Members considered the long term projects for the Memorial Hall. Councillor Clark reported that she had been advised to seek advice from a Chartered Surveyor to look at the building as a whole, structure and design, to move this item forward.

Councillor Johnston informed members that soundproofing between rooms would be a huge boon to the hall, enabling adjacent rooms to be let out at the same time.

It was agreed to recommend that the Clerk approaches GHM for advice on how to maximise the use of the hall and give advice on lighting.

- Recommendation**
- The Clerk to approach GHM for advice on**

**to Council how to maximise the use of the hall and
give advice on lighting**

2077-11 Grant Applications

There are no grant application in the pipeline at the moment.
Councillor Clark asked all members to keep an eye out for any grant
opportunities.

**Recommendation All members to keep an eye out for grant
to Council opportunities for the Memorial Hall.**

The Chairman declared the meeting closed at 21.20h

Dated this day of 2011

Chairman