



agreed that hirers could not have a personal set of keys for the Memorial Hall. Councillor Johnston to liaise with a member of the Community Group.

Members will check the terms and conditions of hire regarding hall keys before the next meeting.

It was noted that the librarian had discussed toilet access for library users with the Clerk, and an agreement had been reached

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| <b>Recommendation to Council</b> | <b>1 Hirers are not to have a personal set of keys for the Memorial Hall.</b>  |
|                                  | <b>2 Councillor Johnston to liaise with a member of the Community Group regarding keys for the hall.</b>                                 |
|                                  | <b>3 Committee members to check terms and condition of hire regarding hall keys before the next committee meeting.</b>                   |
|                                  | <b>4 To note that the librarian and the Clerk have come to an agreement regarding the use of Memorial Hall toilets by library users.</b> |

## **2204-11 General Maintenance**

### **Structure and Design of building**

Members agreed that advice was to be sought regarding the building as a whole - structure, design, lighting. Information on soundproofing between the Hewitt Room and Main Hall is also to be sought. It was agreed that Councillor Reason approach GHM and the Deputy Clerk contact the Clerk to Redbourn Parish Council (Redbourn has just had a new village hall built) for advice. The Clerk to contact soundproofing companies for information and quotations.

### **PAT Testing Quotation**

A company had cold called with a quotation for PAT testing. Councillor Reason proposed, seconded Councillor Clark, 'Where possible local contractors are used for works to the hall. Agreed.

(Note: The annual PAT testing of electrical equipment had taken place in June).

### **Field Maple Tree**

Consideration was given to a quotation for remedial tree work on the Field Maple in the Memorial Hall Car Park. Proposed from the Chair, 'The quotation of £220 for remedial works to the Field Maple be accepted'. Agreed.

### **Pot Holes**

Quotations had been sought to repair the pot holes in the Memorial Hall Car Park. None had been received. Councillor Reason proposed. 'The Committee considers advertising for an occasional Handy Man to take on small tasks at the Memorial Hall, seconded Councillor Johnston.

Agreed.

It was agreed that the Clerk contacts HAPTC and the Parish Council's insurance company regarding the engagement of a Handy Man.

### **Boiler – off the kitchen**

The boiler in the kitchen has a fault and is not heating water. The annual service of the boiler is due this week and this will be brought to the attention of the plumber.

### **Painting of railings**

Members noted the painting of the railings and agreed a note of thanks is to go to Councillor Burgess for taking on this project.

Members noted the railings beside the West Door (entrance to the Parish Office) are in the process of being re-painted. The finish to be white, for the safety of those with disabilities as it is one of the two entrances suitable for the disabled hall users.

### **Notice Boards**

Members noted the refurbishment of the notice boards and agreed a letter of thanks is to go to Councillor Burgess for sprucing the boards up so well.

### **Tracker**

Proposed from the Chair, 'This committee has a tracker system for maintenance work'. Agreed.

### **Shrubs**

Councillors Clark and Reason will purchase shrubs for the area adjacent to the library as previously agreed.

### **Staff Appraisal**

Proposed from the Chair, 'The Committee Chairman, Councillor Johnston and the Clerk arrange a meeting for a Memorial Hall staff appraisal.

### **Dishwasher**

Members agreed to the immediate purchase of a dishwasher as previously approved.

### **Toilet by the West Door**

It was reported that the toilet flush on the toilet by the west door is not working properly.

Members inspected the washroom and agreed that it is in need of immediate refurbishment. Quotations are to be sought to replace the toilet and basin, install a radiator and new window, fit a window blind, re-plaster the walls and ceiling and renew the flooring.

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| <b>Recommendation to Council</b> | <b>1</b> | <b>Advice to be sought on the structure and design of the building. Action Councillor Reason and Deputy Clerk</b>         |
|                                  | <b>2</b> | <b>Information / quotations to be sought on soundproofing between the Hewitt Room and Main Hall. Action Deputy Clerk.</b> |

- 3 **Where possible local contractors are used for work at the Memorial Hall.**
- 4 **The quotation of £220 for remedial works to the Field Maple is approved.**
- 5 **Consideration is to be given to advertising for a Handy Man to take on small tasks at the Memorial Hall.**
- 6 **The Clerk to contact HAPTC and the Council's insurance company regarding the engagement of a Handy man.**
- 7 **To note the boiler off the kitchen is not heating water, this fault to be brought to the attention of the plumber when he carries out the annual boiler service this week.**
- 8 **To note the painting of the railings and a letter of thanks to go to Councillor Burgess.**
- 9 **To note the refurbishment of the notice boards and a letter of thanks to go to Councillor Burgess.**
- 10 **A tracker system for works at the Memorial Hall is put into practice.**
- 11 **Councillors Clark and Reason to purchase shrubs as previously agreed.**
- 12 **The Committee Chairman, Councillor Johnston and the Clerk to arrange a meeting for Memorial Hall staff appraisal.**
- 13 **A dishwasher to be purchased as previously approved.**
- 14 **The toilet/washroom by the West Door to be refurbished. Quotations are to be sought to replace the toilet and basin, install a radiator and new window, fit a window blind, re-plaster the walls and ceiling and renew the flooring.**

**2205 -11 Car Park, Paving and Fence**

All items covered at item 2204-11.

**2206-11** Hirers Requests**Hirer's letter**

A letter of complaint had been received from a hirer who had her evening disrupted by problems with equipment in the kitchen.

Councillor Reason proposed, 'A refund of £100 and a bunch of flowers is sent to the hirer'. Seconded Councillor Johnston. Agreed.

Members agreed that a letter explaining the circumstances behind the problems with the cooker is sent to the hirer.

