

THE LONG SUTTON VILLAGE HALL & RECREATION GROUND MANAGEMENT COMMITTEE
THE NEXT MEETING TO BE HELD ON **MONDAY 18TH MAY 2009** @ 7. 00PM.

AGENDA

1 APOLOGIES

2 MINUTES OF THE LAST MEETING (16 / 3 / 09)

3 MATTERS ARISING

- a) Provision prohibitive notices for the sports grounds & children's play area litter /dogs /vehicle access (**Patrick/Judy**)
- b) The 2 heaters in the kitchen replaced by electrician. (**Patrick**)
- c) Replacing heaters in Main hall to **leave on Agenda** (**Patrick**)
- d) 40th Anniversary of the village hall event during 2009 (**Pamela / Judy**)
- e) Portable loop system for use for the deaf in the hall (**Patrick & Richard Agnew**)
- f) Dummy CCTV equipment fitted on sports pavilion (**Chris Vigor**)
- g) Cricket Clubs old site screen moved to the top of the sports field? (**Chris Vigor**)
- h) New lightweight tables for the village hall – any grant available/ purchase arranged (**Pamela /Judy**)
- i) Area under the stage to be cleared of rubbish by Kevin Robinson in April (**Richard Sargent**)
- j) Contact telephone number & Email on notice board amended (**Terry**)
- k) Curtain rails & hooks need replacing in the main hall. (**Patrick**)
- l) The wooden stepladder is dangerous as there is no restraining rope to stop it collapsing. (**Patrick**)

4 TREASURERS REPORT

Lloyds Bank Current A/c as at 18 / 5 / 2009	£.....
A & L Current A/c as at 18 / 5 / 2009	£.....
A & L Reserve A/c as at 18 / 5 / 2009	£.....
Current Total Funds	£.....

- (a) Confirmation that all bills for hall rental are paid to date
- (b) Completion of bank account transfer to Lloyds Bank Somerton.

5 SPORTS CLUBS

(a) **CRICKET** (Chris)

- (1) Window shutters now been fitted with vandal proof bars and padlocks? [on agenda since October 2005] (**Patrick**)
- (2) Answer from Insurers re insuring diesel in store building (**Richard Sargent**)
- (3) Cricket Club rent review over due (**Judy**)

(b) **FOOTBALL** (heading to be kept on the agenda)

- (1) Football Coaching of small group continued this season (**Patrick**)
- (2) Possible use of pitch next season by Ash Rangers F C. (**Judy**)

6 TENNIS COURTS

- [1] Weed monitoring inspection continues. (**Patrick**)
- [2] Condition of court surface to be monitored after removal of some tree. (**Patrick**)

7 FUNDRAISING EVENTS

- [1] Big Breakfast in May (**Judy**)

8 [a] ~~CHARITY COMMISSIONERS~~ Transferred to Parish Council Committee Meetings March 2009

[b] COMMUNITY COUNCIL

9 CORRESPONDENCE

10 ANY OTHER BUSINESS

11 DATE OF NEXT MEETING2009 in the village hall at 7.00pm

NB AGM due PARISH COUNCIL TRUSTEE TUESDAY 2ND JUNE 2009

MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 16th MARCH 2009
BY THE LONG SUTTON VILLAGE HALL & RECREATION GROUND
MANAGEMENT - COMMENCING AT 7.10pm

APOLOGIES Mr R Agnew, Mrs V Burdett

THOSE PRESENT Mr P Vaughan, Mr D Astington, Mrs A Barton, Mr T Bugden, Mr C Holland, Ms P Jukes
Cdr R Sargent, Mr. B Tarr, Mrs J Turner, Mr R Vaux, Mr C Vigar, Mr M Willoughby

In the absence of the Village Hall Committee Treasurer [Mr Richard Agnew], Mr Malcolm Meaden attended this meeting as acting Treasurer awaiting the bank change over from Alliance & Leicester to Lloyds.

Mr Patrick Vaughan, as chairman welcomed Mr Mick Willoughby as the new Parish Council representative to the committee, & thanked Mr Malcolm Meaden for attending.

MINUTES OF THE LAST MEETING (5th January 2009) were signed.

MATTERS ARISING

- a] **Mrs Judy Turner** handed round a sample of the proposed notice board material for the 3 notice boards required for the village hall & sports field complex. These will show that the Long Sutton Parish Council is the Trustee for the village hall & sports field that no dogs are allowed & parking is for the users of the village hall only. The inclusion regarding the dropping of litter was also considered. The wording for each notice was agreed by the committee members: (1) notice will be fixed to the front wall of the village hall main building, (2) to the wall of the sports pavilion, & (3) on the children’s play area. This notice will also show that the area is for use of children under the age of 11 years only. It was hoped to have all these notices in place shortly.
- b] **Mr Patrick Vaughan** said that at present Mr Paul Thorne [the electrician] has a very heavy workload on his books but will be fitting the 2 new heaters in the kitchen as soon as possible.
- c] **Mr Patrick Vaughan** confirmed that with an estimated cost of well over £2,000 for replacing the heaters in the main hall this item should be left on the agenda until sufficient funds are available.
- d] **Mr Patrick Vaughan** asked for any ideas regarding the proposed 40th anniversary of the opening of the village hall. **Mrs Judy Turner** said that in view of the present financial climate she felt that this should be low key, this was agreed, & it was also suggested that it may be possible to hold an exhibition of archive material relating to the village hall in conjunction with the annual school / church fete at the end of June. **Ms Pamela Jukes** also suggested a barn dance, if a suitable venue could be found with possibly a pig roast, and agreed to look at into this & the suggested exhibition at the end of June, & report back to the next meeting.
- e] **Mrs Judy Turner** passed round a leaflet explaining the portable loop hearing aid equipment, the smaller equipment is around £200 but it was felt that this would not be an asset for those attending a meeting like the Women’s Institute or the Gardening Club when a larger number would be in attendance. The smaller option appeared to work more on a one to one discussion basis. The larger model is around £500. After some discussion **Mr Patrick Vaughan** was asked to speak to **Mr Richard Agnew** about his wife trying the system in the main hall to see if it would be worthwhile purchasing a portable loop hearing aid system. Concern was also voiced regarding who would have charge of the equipment & how would the responsibility of lending it out work.
- f] **Mr Chris Vigor** informed the committee that he would be arranging for a dummy CCTV box to be fitted to the sports pavilion.
- g] **Mr Chris Vigor** said that the cricket club site screen will be moved to the top of the sports field so that it cannot be used by vandals.
- h] **Mrs Judy Turner** passed round leaflets of the portable tables made by Gopak 25 new tables will cost £2,400, there is a possibility of funding but not with “Awards for All” We would also need to fund raise to help towards the cost. Some of the wooden tables could be sold, to offset this expense.
- i] **Cdr Richard Sargent** confirmed that he had contacted Mr Kevin Robinson & the area under the stage will be cleared of the rubbish in April.
- j] **Mrs Anita Barton** confirmed that a list of the new village hall rental charges has been included in the minute book for future reference.

TREASURERS REPORT as **Mr Richard Agnew** was unable to attend **Mr Malcolm Meaden** [the former Village Hall Treasurer] confirmed the financial position as at 16th March 2009 as follows

Alliance & Leicester Instant Reserve A/c -	£2,200. 71p
Alliance & Leicester Current A/c	£2,245.56p
Lloyds Bank Current A/c	£1,491. 73p
Total Cash & Bank A/cs	£5,938. 00p

Mr Malcolm Meaden said that the reduction in interest rates would, like many others, affect our cash flow; the current rate on the instant reserve account is .1% [March 2008 was 4.25%] The running expenses [utilities] are approximately £1,000 lower than the comparable period for 2008. This is mainly due to the electricity charges – since the warning notices have been put up, there has been less wastage by renters forgetting to turn off the heaters; also the conversion / replacement of the wall heaters in the committee room to the PIR system have proved successful.

A grant of £750 by the Parish Council towards the expenses of the village hall & recreation grounds has been split 50/50 between the hall & sports grounds this should assist the analysis & apportionment of this years annual costs.

The expenditure since the last committee meeting shows the following payments were made

- A R Baillie **£265** for the sports pavilion doors.
- Robin Davies **£480** for grass cutting [annual payment]
- Playdale **£99.53p** play area repairs

TOTAL £844.53p

Also a bill is due from Somerton Windows for replacing the broken window

Future commitments the replacing of the heaters in the kitchen with PIR system heaters £900, & an estimated amount of £2,000 for installation of smoke alarm system.

The annual rental is down approximately £1,000 on the corresponding period for 2008, but there are some invoiced payments to come in. The tennis courts rental has increased to £339 [£207.20p corresponding period for 2008]

Mr Malcolm Meaden completed his report by saying that he is awaiting confirmation from the Alliance & Leicester regarding the transferring of our funds to Lloyds bank at Somerton. A letter was sent with signatories on 9th March 2009. At this stage he had no access to bank statements / balance sheets & asked **Mrs Judy Turner** to check the position with Lloyds as soon as possible. He also pointed out that bank statements to 31st March 2009 would be required to complete the year- end accounts. The village hall figures will have to be submitted by the Parish Council with their balance – this is a strict timetable.

SPORTS CLUBS

[a] CRICKET CLUB

(1) **Mr Chris Vigor** confirmed that the alteration to the shutters of the sports pavilion to ensure that they are completely secure against vandals with police approved padlocks would be completed shortly. **Mr Patrick Vaughan** added that he would be meeting the blacksmith & Rodney Long regarding the fitting of padlocked steel bars for extra protection.

Cdr Richard Sargent said that there is still a problem regarding the fuel storage in the store building. With the cricket season about to start, the grass on the wicket area of the pitch will need regular mowing, however having to find a suitable secure storage site for the fuel has proved to be impossible. The present insurance company for the village hall & recreation grounds & buildings have not, to date, agreed that insurance cover can be included for the contents of the store building if fuel is stored inside as this is a potential fire hazard. It would possibly also affect the insuring of the store building itself as well.

Mr Chris Vigor stated that the store, which so far cannot be insured as long as it contains diesel & TVo stored within, was visited by the Fire Safety Officer [Devon & Somerset Fire & Rescue Service] & the Senior Environmental Protection Officer [SSDC] to assess any shortfalls in the stores safety generally; their separate reports contained only one criticism, the porosity of the fuel tank which should be sealed, to prevent seepage of fuel / fumes.

Following a lengthy discussion by the members of The Village Hall Committee, in which **Mr Richard Vaux** offered to sell the necessary fuel from his farm stock [if collection were arranged] but it was thought that this would not meet the cricket club's requirements. It was eventually agreed that the 2 reports be forwarded to the insurers of the village hall and recreation ground buildings, requesting that once the fuel storage tank has been sealed, the insurers now be prepared to insure the store as part of the Village Hall insurance policy.

[b] FOOTBALL

Mr Patrick Vaughan said that the young footballers coaching group is continuing.

Mrs Judy Turner has also arranged for the Ash Rangers football club to look at our facilities for next season.

TENNIS COURTS

[1] **Mr Patrick Vaughan** thanked **Mr Mike Willoughby** & **Mr David Paull** for cutting down some of the trees indicated along the boundary of the tennis courts – this has already improved the amount of air to the courts & the court surface is looking better. **Mr Patrick Vaughan** handed round some samples of wind proofing material made by the “Netlon” company. This can be attached to the chain-link fencing surrounding the courts & would reduce the cold wind from penetrating. In discussion it was felt that this would be cost prohibitive taking into consideration the other work in the pipeline. It was also felt that the netting would be open to vandalism. The committee could consider planting some hedging to be kept short if the wind does prove to be a problem for tennis players, but this would need cutting at least once a year to keep it at the required height; new plants would also be vulnerable to vandals breaking them off or uprooting them. It was agreed that the courts are to be monitored to see if the work done on cutting down some of the trees solves the moss problem on the courts.

[2] **Mr Patrick Vaughan** confirmed that at present no substantial weed growth has appeared in and around the tennis courts but this would continue to be monitored, & the necessary action will then be taken.

FUND RAISING

Mrs Judy Turner said that she felt we needed to raise some funds towards the new lightweight tables & was considering having a “big breakfast” one weekend in May.

CHARITY COMMISSIONERS & COMMUNITY COUNCIL

[A] CHARITY COMMISSIONERS

Mr Patrick Vaughan confirmed that this item would now be covered by the Long Sutton Parish Council at their committee meetings; as they are now Trustee of the Long Sutton Village Hall & Recreation Grounds.

[B] COMMUNITY COUNCIL

Mr Patrick Vaughan said that he had received the Spring edition of the Village Hall newsletter which includes a survey for each village hall, as no one was willing to complete this, **Mr Patrick Vaughan** said that he would look at it. He had also received some information from the SSDC regarding tourism.

CORRESPONDENCE None

ANY OTHER BUSINESS

- [1] **Miss Pamela Jukes** asked for guidance on the amount that could be spent on the 40th Anniversary celebrations.
- [2] **Mrs Judy Turner** said that the cricket club rent review is now overdue; the last one is 2006.
- [3] **Mr David Astington** wished to thank the committee for agreeing to allow the school pupils to use the perimeter of the sports field to hold their cross-country run. He also asked if the school children could be involved in the “picking up litter” around the perimeter of the sports field as part of their “green initiative”. This was agreed.
- [4] **Mr David Astington** said that he had tried to contact the Village Hall Booking Clerk on the number & Email address shown on the Village Hall notice board, but neither worked, as both are incorrect. **Mr Terry Bugden** said that he would look in to this & will amend as necessary.
- [5] **Mr Patrick Vaughan** said that **Mr Keith Harding** was experiencing problems getting the Children’s Play Area equipment repaired, work on tidying up the BMX tract is in progress.
- [6] **Mrs Anita Barton** said that we had to thank those who have recently rehung the curtains again, but 2 days later one of the curtains was again hanging off its hooks. **Mr Malcolm Meaden** agreed that the hooks & rails are not substantial enough & need to be replaced. Also it was reported that the wooden stepladder is dangerous as it has no rope to stop it collapsing.

APPROVAL SOUGHT OF TRUSTEES None

DATE OF NEXT MEETING MONDAY 18TH MAY 2009 @ 7.00pm

There being no other business the meeting was formally closed by the Chairman, at 8.50pm.

NB [1] Copy of minutes Emailed to Clerk of Parish Council

[2] Copy of minutes displayed on the village hall committee rooms’ notice board