

MINUTES OF THE LAST MEETING (9th June 2008) were signed.

MATTERS ARISING

- a] **Mr Patrick Vaughan** said that he should have some positive answers about the notices to be erected regarding dog fouling etc: by the next meeting as this is now ready to be passed to the Parish Council Trustees for authorisation. A long discussion ensued regarding the responsibilities of the village hall sub committee especially regarding the BMX track being kept in use against the recommendation of the village hall committee on health & safety liability grounds.
- b] **Mr Malcolm Meaden** confirmed that the Trustees had now agreed the costs for replacement of the 2 heaters in the kitchen, & will be asking Mr Paul Thorne [the electrician] to carry out the work as soon as possible.
- c] **Mr Patrick Vaughan** confirmed that in view of the cost of replacing the heaters in the main hall this would be kept on the agenda until sufficient funds are available.
- d] **Mrs Judy Turner** said that the possibility of a 40th anniversary celebration next year should be retained on the agenda. We will need to consider a date for the celebrations soon.
- e] **Mr Kevin Robinson** confirmed that Condition 9 on the booking agreement form has now been amended.
- f] **Mr Patrick Vaughan** thanked **Mr David Astington & Mr Bernard Tarr** for removing all the brambles that had encroached in to the young children's play area.
- g] **Mrs Judy Turner** said that she has purchased some "filing boxes" locally, for displaying leaflets of interest to the public at the cost of £10.66p, & passed them round for inspection, on the approval by the committee, these will be fitted shortly.
- h] **Mr David Astington** confirmed that the heater in the men's toilets had been disconnected by removing the fuse: this could be replaced to heat the toilet area during the Winter. It was pointed out that the heater in the Ladies toilets has never worked - & should be looked at.
- i] **Mr Malcolm Meaden** said that he had obtained a quote for fitting a new water heater in the Ladies toilets which is £250. It was agreed that Mr Paul Thorne [the electrician] be asked to carry out the work.
- j] **Mr Patrick Vaughan** confirmed that the heavy roller that was blocking the footpath along the side of the sports field was manually moved to one side by members of this committee. On enquiring from the Cricket Club regarding the disposal of the old site screen – they were reluctant to part with it. As it is a hazard for use by vandals trying to make unauthorised entry into the store building or being used for other purposes, the Cricket Club will be asked to store it under cover in a safe place or it will be disposed of.

TREASURERS REPORT **Mr. Malcolm Meaden** confirmed the details from the village hall committee Cash & Bank A/cs as at 18th August 2008 are as follows: -

Alliance & Leicester Instant Reserve A/c -	£5,612.87p
Alliance & Leicester Current A/c	£2,300.44p
Total Cash & Bank A/cs	£7,913.31p

Mr. Malcolm Meaden said that hall rentals were down £500 compared with the same period last year. This was mainly due to the withdrawal of the Somerset C C withdrawing the adult classes. The expenditure has increased mainly for the ground maintenance up from £35 [2007] to £724 [2008] Although the current hall funds balance looks healthy there are a number of maintenance jobs in the pipeline which will have to be paid for; these include the repolishing of the main hall floor, the new heaters in the kitchen, new water heater in the ladies toilets, completion of the refurbishment of the sports pavilion & fencing for the tennis courts. It is estimated that this will cost in the region of £2,500.

Another of the double glazed windows in the main hall was broken recently, by vandals; the repair cost was £111. 63p, this had to come out of the hall funds, as the insurance does not pay out on the first £250 of any claim. These incidents have occurred on a number of occasions over the last few years and the damage appears to be caused by air rifles.

Mr. Malcolm Meaden suggested that in future, a healthy reserve of £5,000 would be appropriate to be held against being needed for a rainy day.

To date there is still 1 hall rental account outstanding since April, for The Somerset C C.

Mr Patrick Vaughan added that the link fencing round the tennis courts has been vandalised on many occasions over the last couple of years, with members of the committee doing temporary repairs on a number of occasions to no avail, as the holes are soon cut open again. Many considerations to counteract this vandalism problem have been put forward at various committee meetings not only regarding the constant cutting open of the link fencing but also the taking away of the tennis nets, and it has come to the point when having the fencing repaired professionally as a possible last solution is now in hand. **Mr Patrick Vaughan** hopes to have an estimate for the work involved by the next meeting. It was felt that this would be the last attempt at keeping the tennis courts enclosed for those who pay for the use of the courts. Suggestions have been made in the past to leave the gate unlocked and trust people's honesty to pay at the shop, for the time they use the courts, but it is felt that this would not stop the vandalism, the notice attached to the tennis court gate regarding details of charges etc for the courts has again been removed.

Mr Malcolm Meaden said that this was his last report as the Treasurer of the Long Sutton Village sub committee there were a few things that needed to be seen to immediately.

- [1] **A separate account for the day to day running and repairs / updating of the village hall should be maintained apart from the Parish Council account and should be held at a different bank to guard against income being included in the Long Sutton Parish Council funds. Unfortunately with the change over of signatories the Alliance & Leicester banking is now only available for accounts such as ours on line – this would cause problems with banking cheques etc:**
- [2] **Mr Malcolm Meaden recommended that the new banking account should be set up with Lloyds Bank at Somerton. And emphasised the urgency to put this into motion immediately. This was proposed by Cdr Richard Sargent and seconded by Mr Malcolm Meaden and carried unanimously. Mr Malcolm Meaden added that he, of course, would be able to assist with the change over and would have to sign documents as out going Treasurer.**
- [3] **Mr Malcolm Meaden** said that 4 new signatories for signing cheques would be required, and recommended that these should be the Parish Councillors who sit on the village hall sub committee. This will be required for setting up the new bank account. The appropriate transfer forms to set this up will be dealt with by **Mr Malcolm Meaden & Cdr Richard Sargent.**
- [4] **Mr Patrick Vaughan** asked **Mr Richard Agnew** if he would be willing to take over as the village hall sub committee Treasurer, to which he agreed, and it was confirmed that he would liase with **Mr Malcolm Meaden** to set up the new account and familiarise himself with the current position of the funds.

NB The New Treasurer will need to advise the Charity Commission to send the annual financial return form[s] to the Long Sutton Parish Clerk. [Mrs Paula Allen]

SPORTS CLUBS

[a] CRICKET CLUB

- (1) In the absence of **Mr Chris Vigor**, **Mr Patrick Vaughan** said that he regretted the completion of the window shutters to the Sports Pavilion windows has not been done.
- (2) In the absence of **Mr Chris Vigor**, **Mr Patrick Vaughan** confirmed that the concrete apron outside the entrance door to the Sports Pavilion will be done at the end of the cricket season.
- (3) In the absence of **Mr Chris Vigor**, **Mr Patrick Vaughan** said that no notice has been displayed asking users of the sports pavilion to remove stud foot-ware to eliminate damage to the pavilion flooring.
- (4) **Mr Patrick Vaughan** said that he would be employing Mr Ross Baillie to hang the doors in the sports pavilion and rectify any faults found on the door surrounds or locks.
- (5) **Mr Patrick Vaughan** said that the large tank in the store building has been removed, but the fuel is still being illegally stored inside the building in large plastic containers. Again, concern was raised by many of the committee members regarding the fire hazard and this will still jeopardise the risk assessment report on all the buildings and grounds especially on the point of the fuel being a fire risk. A lengthy discussion ensued the outcome being that it was proposed by **Mr Patrick Vaughan** and seconded by **Mrs Valerie Burdett** that **Mr Rupert Cox** as chairman of the Cricket Club should be written to at once [to be sent by recorded delivery] pointing out that in previous correspondence the cricket club had been informed that the storage of fuel in the store building was illegal and not covered by insurance giving 3 days for all the fuel to be removed [only a small amount of petrol enough to run a mower was allowed]. If this was not complied with the Village Hall Committee would dispose of the fuel themselves. This was carried unanimously on voting.
- (6) In the absence of **Mr Chris Vigor**, **Mrs Judy Turner** said that she had not had time to pursue the fitting of CCTV equipment and asked that this be put on hold for the next meeting. [See minutes of meeting June 2008]
- (7) **Mr Patrick Vaughan** said that the condensation level in the Sports Pavilion shower area will continue to be monitored and a decision regarding installing extractor fans made at a later date.

[b] FOOTBALL

Mr Patrick Vaughan said that this is the closed season for football and he does not know if the coaching for young children will continue in the Autumn.

TENNIS COURTS

- [1] **Mr Patrick Vaughan** referred to his statement under the “Treasurers Report” [on page 3 of these minutes] regarding the repairing of the tennis courts fencing, the brown stains will also be dealt, with if this is recommended.
- [2] **Mr Patrick Vaughan** confirmed that the problem of weeds in and around the tennis courts continues to be monitored and are sprayed when necessary.

DISABLED ACCESS

[a] **Mrs Judy Turner** said that she had enquired from the SSDC about obtaining a portable loop system this would be available at a cost of around £250. There were two grades but she was advised to have the better grade for a larger hall.

It was agreed that the “**DISABLED ACCESS**” heading should now be removed from the agenda.

FUND RAISING

Mrs Judy Turner said she had nothing to report.

It was suggested that we consider selling off the old wooden tables belonging to the village hall, as they are heavy and difficult to erect and move from the store cupboard, and buy some more lightweight ones; you can now purchase smaller tables, which would be easier to handle & useful for small groups. **Mrs Judy Turner** said that she thought we may be able to get a grant she will enquire.

CHARITY COMMISSIONERS & COMMUNITY COUNCIL

[A] **CHARITY COMMISSIONERS** **Mr Malcolm Meaden** said that there was nothing to report

[B] COMMUNITY COUNCIL

Mr Malcolm Meaden passed over the notification and relevant paperwork concerning the Community Council AGM which will be held on 10th September 2008 to **Cdr Richard Sargent** – no one was willing to attend.

Mr Malcolm Meaden had received a reminder for the £20 annual subscription, but had queried this, as the Long Sutton Parish Council also pay this subscription, and as the Long Sutton Parish Council are now the Trustees he felt that this should not be paid twice. However he was told that paperwork and information relevant only to village halls is sent to village halls and not to Parish Council, we would therefore be missing out on a lot of information if the subscription were not continued for the village hall. After some discussion it was decided to send the subscription for the current year and reconsider for 2009.

CORRESPONDENCE

[1] **Mr Malcolm Meaden** had received a letter regarding tree planting from the SSDC.

ANY OTHER BUSINESS

[1] **Mr Malcolm Meaden** and **Mr Richard Agnew** will meet to transfer paperwork and records of Treasurer.

[2] **Mr Chris Holland** and **Mr Terry Budgen** will meet to transfer paperwork and records of Village Hall Booking Clerk. **Mr Terry Budgen** added that he would take up the appointment for a 6 month trial period.

[3] **Mr Kevin Robinson** explained that the emergency lighting checks needed to be done once a month. This entails turning off the main hall lighting and checking that all the emergency lights are working. Further full checks at 6 monthly and yearly intervals will also have to be done. He would pass all the relevant paperwork to **Mr Patrick Vaughan**.

[4] **Mrs Valerie Burdett** confirmed that the W I commemorative tree would be planted near the entrance to the village hall car park.

[5] **Mr Kevin Robinson** said that the electrical inspection certificate expires in June 2009 and will require renewing.

[6] **Mr Kevin Robinson** said that Western Power are due to check the trees for cable clearance again in 2011, [every 5 years].

[8] **Mr Kevin Robinson** reminded the committee that fly posting is not allowed by law.

[9] **Mr Kevin Robinson** said that now he was leaving the committee a new designated premises supervisor would be required after 14th August 2008. Therefore anyone holding a function & selling alcohol will have to apply for a temporary licence.

[10] **Mr Kevin Robinson** reminded the committee that the “Charity box” on the local pub bar will have to be emptied annually; the contents are included in the village hall funds.

[11] **Mr Kevin Robinson** asked the committee to agree the plaque awarded by “Living Space” in 2005 be displayed on the wall in the committee room. This was agreed.

[12] **Cdr Richard Sargent** said that the “operating instruction” when agreed in September, would be passed to all the village hall committee members for information. The final paragraph regarding health and safety is very important and asked that all committee member let him know of any item they feel should be included. **Mr Richard Agnew** suggested the Parish Council employ a professional person to produce the risk assessment, to ensure we are fully covered.

APPROVAL SOUGHT OF TRUSTEES None

Mr Patrick Vaughan thanked **Mr Kevin Robinson** for all the work and time he had given to the village hall committee over many years he had been a willing and useful member of the committee taking over a number of jobs and for some time took much of the day to day maintenance work on himself, without payment.

DATE OF NEXT MEETING MONDAY 27TH OCTOBER 2008 @ 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