

THE LONG SUTTON VILLAGE HALL & RECREATION GROUND MANAGEMENT COMMITTEE
THE NEXT MEETING TO BE HELD ON **MONDAY 5TH JANUARY 2009** @ 7.00PM.

AGENDA

1 APOLOGIES

2 MINUTES OF THE LAST MEETING (27 / 10 / 08)

3 MATTERS ARISING

- a) Provision of substantial prohibitive notices for the sports grounds / & children's play area – litter – dogs – vehicle access (**Patrick**)
- b) The 2 heaters in the kitchen replaced by electrician. (**Patrick**)
- c) Replacing heaters in Main hall to **leave on Agenda** (**Patrick**)
- d) Consideration of date for the 40th Anniversary of the village hall event 2009 to **leave on agenda** (**Judy**)
- e) Portable loop system for use for the deaf in the hall (**Judy**)
- f) CCTV equipment to be left on the agenda (**Judy**)
- g) Heating system in Ladies toilet now been repaired or replaced? (**David Astington**)
- h) Cricket Clubs old site screen been stored or disposed of (**Patrick**)
- i) New lightweight tables for the village hall – grant available (**Judy**)
- j) Area under the stage cleared of rubbish (**Patrick**)

4 TREASURERS REPORT A & L Current A/c as at 5 / 1 / 2009 £.....
A & L Reserve A/c as at 5 / 1 / 2000 £.....
Current Total Funds £.....

- (a) Confirmation that all bills for hall rental are paid to date
- (b) Bank account transferred to Lloyds Bank Somerton.
- (c) Hall Rental charges to be re-assessed. [over due] **Richard Agnew & Terry Bugden**

5 SPORTS CLUBS

(a) CRICKET (**Chris**)

- (1) Window shutters now been fitted satisfactorily with vandal proof padlocks? [on agenda since October 2005] (**Patrick**)
- (2) Internal doors been painted & re-hung by carpenter (**Partick**)

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

- (1) Football Coaching small group continuing to use the pitch for new football season (**Patrick**)

6 TENNIS COURTS

- [1] Continue weed inspection. (**Patrick**)
- [2] Trees around the tennis courts to be taken down to stop the moss growth on the tennis courts (**Patrick**)

7 FUNDRAISING EVENTS

8 [a] CHARITY COMMISSIONERS

[b] COMMUNITY COUNCIL

9 CORRESPONDENCE

10 ANY OTHER BUSINESS

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

**MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 27th OCTOBER 2008
BY THE LONG SUTTON VILLAGE HALL & RECREATION GROUND
MANAGEMENT - COMMENCING AT 7.00pm**

APOLOGIES Mr R Vaux, Mr C Vigar Mr. D Astington Mrs V Burdett

THOSE PRESENT Mr P Vaughan, Mr R Agnew, Mrs. A Barton, Mr T Bugden, Mr C Holland,
Mrs P Jukes, Mr M Meaden, Cdr R Sargent, Mr. B Tarr, & Mrs J Turner,

Mr Patrick Vaughan, as chairman welcomed the members to this committee meeting, especially welcoming

MINUTES OF THE LAST MEETING (18th August 2008) were signed.

MATTERS ARISING

- a] Mrs Judy Turner said that a grant of £400 has now been awarded towards the provision of notices regarding dog fouling, etc: The type of notice, positioning & wording was discussed at length. The notice must show that the Trustee of the Village Hall & Recreation Grounds is the Long Sutton Parish Council Mr Patrick Vaughan & Mrs Judy Turner agreed to meet to finalise the details.

- b] **Mr Malcolm Meaden** confirmed that the replacement of the 2 heaters in the kitchen, Mr Paul Thorne [the electrician] has the work in hand to carry as soon as possible.
- c] **Mr Patrick Vaughan** confirmed that replacing the heaters in the main hall should be left on the agenda until sufficient funds are available.
- d] **Mrs Judy Turner** said that a 40th anniversary celebration should be held next year but has not come up with any suggestions, & asked the committee members to put their thinking caps on & come up with ideas at the next meeting. It was confirmed that the building of the hall commenced in the Summer of 1968 and was officially opened in the Spring of 1969.
- e] **Mrs Judy Turner** confirmed that the filing boxes have now been fitted to the bottom of the notice board in the lobby.
- f] **Mrs Judy Turner** said that she has now more information regarding the portable loop system for use in the main hall costs vary from the smallest at around £99 to the larger more efficient types for larger halls at £150 to £ 350. After some discussion it was agreed that a larger model would be required for the hall. Concern was voiced regarding who would be responsible for loaning this out to the renters. It was suggested that it should be tried out at a height where it could be permanently fixed but away from possible theft. After further discussion **Mr Richard Agnew** agreed to try a model out in the main hall assisted by Mrs Agnew, who wears a hearing aid, and report his recommendations at the next committee meeting.
- g] **Mrs Judy Turner** said that nothing has been done regarding further investigations for provision of the CCTV system and recommended that this should be left on the agenda for the time being – this was agreed.
- h] As **Mr David Astington** was unable to attend the meeting, **Mr Patrick Vaughan** will enquire whether the heater in the ladies toilets needs to be replaced.
- i] **Mr Patrick Vaughan** confirmed that the water heater in the ladies toilet has been replaced.
- j] **Mr Patrick Vaughan** said that to his knowledge the cricket club site screen has not been stored away. He will look in to this.
- k] **Mrs Judy Turner** said that she has not looked in to the purchasing of more light weight tables for use in the village hall but now has some literature from firms who supply these.

TREASURERS REPORT **Mr. Malcolm Meaden** confirmed the details from the village hall committee Cash & Bank A/cs as at 27th October 2008 are as follows: -

Alliance & Leicester Instant Reserve A/c -	£5,669.56p
Alliance & Leicester Current A/c	£871.50p
Total Cash & Bank A/cs	£6,541.06p

Mr. Malcolm Meaden explained that there had been a number of jobs paid for since the last meeting; the refurbishing of the main hall floor amounted to £940. The fitting of the new water heater in the ladies toilets was £250, the timers for the security lights £31.74p & the tennis court fencing £480. Another £50 was paid to the cleaner for cleaning up the Sports Pavilion, which had been left in a dirty state at the end of the cricket season. The Committee were very disappointed that the condition of the Sports Pavilion warranted an extra payment of £50 to the village hall cleaner, clean it up, and felt that this should be charged to the Cricket Club.

During the months to the end of 2008 another £3,470 will be spent on the following, Annual Insurance of the Village Hall £1,700, Electricity Account £300, new heaters in the kitchen £970 and the Village Hall Cleaner £500.

Mr. Malcolm Meaden pointed out that the cost for Water and Electricity had risen by 14.20% over the last year. Most of the hall rental accounts have been received.

Mr. Malcolm Meaden said that the annual review of the hall rental charges are over due, **Mr Richard Agnew & Mr Terry Bugden** will meet and report their recommendations to the committee at the next meeting.

Mr. Malcolm Meaden confirmed that the transfer of the Village Hall Account from the Alliance & Leicester to Lloyds/ TSB at Somerton is in hand with **Mrs Judy Turner**.

SPORTS CLUBS

[a] CRICKET CLUB

- (1) In the absence of **Mr Chris Vigor**, **Mr Patrick Vaughan** said that he had sought professional advice regarding the closing of the window shutters to the Sports Pavilion and was recommended that these could be made vandal proof with a padlocked steel bar.
- (2) In the absence of **Mr Chris Vigor**, **Mr Patrick Vaughan** said that as the floor of the Sports Pavilion had now been damaged there seems no point in extending the concrete apron outside the entrance door and this item will be taken off the agenda.
- (3) In the absence of **Mr Chris Vigor**, **Mr Patrick Vaughan** said that also the request for a notice asking users of the Sports Pavilion to remove stud foot-ware to eliminate damage to the pavilion flooring, would also be taken off the agenda.
- (4) **Mr Patrick Vaughan** said that he has employed Mr Ross Baillie to repaint and 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 and the fuel illegally stored in the store building have now been removed this item to be taken off the agenda.

(6) **Mr Patrick Vaughan** said that the monitoring of condensation level in the Sports Pavilion shower area would now be taken off the agenda

[b] FOOTBALL

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

TENNIS COURTS

[1] **Mr Patrick Vaughan** confirmed that the damaged fencing has been replaced at a cost of £480.62p

[2] **Mr Patrick Vaughan** said that he had been advised that problem of the brown moss patches were probably caused by the trees around the tennis courts causing too much shadow and in rainy weather the courts do not dry out. It was recommended that the trees be cut down or reduced considerably in height. After some discussion it was agreed that enquiries are made for the trees be taken down.

[3] **Mr Patrick Vaughan** said that the weeds in and around the tennis courts will continue to be monitored in the Spring; as the weeds have recently been sprayed, they should not need attention during the next few months.

FUND RAISING

Mrs Judy Turner said she had nothing to report.

CHARITY COMMISSIONERS & COMMUNITY COUNCIL

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

[B] COMMUNITY COUNCIL

Mr Malcolm Meaden said that The Community Council of Somerset are advertising meeting rooms for hire, & have sent flyers round to village halls with the latest edition of the Thatch Magazine.

CORRESPONDENCE None

ANY OTHER BUSINESS

Mr Richard Agnew said he had made the following observations

[1] **Renewal of Insurance Policy** should now be the responsibility of the Long Sutton Parish Council as the Trustee.
The policy is due for renewal on 20th December.

[2] **Charity Commissioners** correspondence should be the responsibility of the Long Sutton Parish Council as the Trustee

[3] **Risk Assessment Report for the Play Area** – consideration to be given to appointing a Health & Safety Officer.

[4] **All Jobs done on a regular basis** it is suggested that there is a list kept of the jobs and the person responsible, to ensure nothing is over looked.

[5] **Mrs Judy Turner** said that the Parish Council Plan will be open for inspection by the public on Friday 21st November in the village hall 7.00pm for 7.30pm

[6] **Mrs Judy Turner** said that the queries shown on the Risk Assessment list are not being seen to – this was disputed as checks are made weekly by the group of 4 led by Mr Keith Harding, and they are putting right any problems found. **Mrs Judy Turner** will discuss this with **Mr Keith Harding**.

[7] **Mrs Anita Barton** said she had had a complaint that the fridge is not large enough for renters catering for a large party – it was not felt that changing the fridge was warranted.

[8] **Mrs Anita Barton** reported that when the bowls club inspected under the stage with a view to possibly purchasing a mat roller that would go under the stage it was found to be full of rubbish and a fire hazard. A number of years ago an inspection by the Fire Officer had resulted in everything under the stage being removed for just this reason. **Mr Patrick Vaughan** agreed to look in to arranging for the area under the stage to be cleared out.

APPROVAL SOUGHT OF TRUSTEES None

DATE OF NEXT MEETING **MONDAY 5TH JANUARY 2009 @ 7.00pm**

There being no other business the meeting was formally closed by the Chairman, at 8.45pm.

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

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