

THE LONG SUTTON VILLAGE HALL & RECREATION GROUND MANAGEMENT COMMITTEE  
THE NEXT MEETING TO BE HELD ON **MONDAY 18<sup>TH</sup> AUGUST 2008** @ 7.00PM.

**AGENDA**

**1 APOLOGIES**

**2 MINUTES OF THE LAST MEETING ( 9 / 6 / 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 replacement of the 2 heaters in the kitchen forwarded to Trustees for work to be carried out. ( **Malcolm** )
- c) Replacing heaters in Main hall to leave on Agenda **for discussion end of 2008** ( **Malcolm** )
- d) Consideration of date regarding the 40<sup>th</sup> Anniversary of the village hall event 2009 **to leave on agenda** ( **Judy** )
- e) Noise pollution - Condition 9 of rental agreement to be amended. ( **Kevin** )
- f) Brambles between the footpath & Children's Play area to be cleared [Volunteer team **Mr Bernard Tarr & Mr David Astington** ]
- g) Filing box to be fitted to the notice board in the Village Hall lobby for leaflets of interest to the public ( **Judy** )
- h) Heater in men's Toilet to be disconnected. ( **Mr David Astington** )
- i) New water heater fitted in ladies toilets? ( **Malcolm** )
- j) Unwanted heavy roller & site screen disposed of? ( **Mr Richard Vaux** )

**4 TREASURERS REPORT** A & L Current A/c as at 18 / 8 / 2008 £.....  
A & L Reserve A/c as at 18 / 8 / 2008 £.....  
Current Total Funds £.....

- (a) Confirmation that all bills for hall rental are paid to date
- (b) Main Hall floor been refurbished [cost £800 + VAT]
- (c) Bank account transferred to Lloyds Bank Somerton.

**5 SPORTS CLUBS**

**(a) CRICKET ( Chris )**

- (1) Window shutters now been fitted satisfactorily with vandal proof padlocks? [on agenda since October 2005] ( **Chris & Patrick** )
- (2) Hard area outside the sports pavilion doors to be extended in the Autumn. ( **Chris & Patrick** )
- (3) Notice re removing cricket footwear before entering the sports pavilion. ( **Chris** )
- (4) Internal doors been re-hung by carpenter ( **Partick** )
- (5) Fuel being stored illegally in the storage building removed? – this was requested @ April 2008 meeting ( **Chris** )
- (6) Cost of providing CCTV equipment, this has been on the agenda since January 2007. ( **Judy** )
- (7) Provision of extractor fans for showers in the Sports Pavilion condensation to be monitored and kept on agenda ( **Patrick** )

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

- (1) Football Coaching small group continuing to use the pitch ( **Patrick** )

**6 TENNIS COURTS**

- [1] Fencing replaced? ( **Malcolm** )
- [2] Brown Parches on courts inspected? ( **Patrick** )
- [3] Continue to inspect for weeds. ( **Patrick** )

**7 DISABLED ACCESS ( Patrick )**

- (a) Portable "Loop system" for the deaf possible? ( **Judy** )

**8 FUNDRAISING EVENTS**

**9 [a] CHARITY COMMISSIONERS**

**[b] COMMUNITY COUNCIL**

**10 CORRESPONDENCE**

**11 ANY OTHER BUSINESS**

**12 DATE OF NEXT MEETING .....2008 in the village hall at 7.00pm**

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**MINUTES OF THE ORDINARY MEETING HELD ON MONDAY 9<sup>th</sup> JUNE 2008  
BY THE LONG SUTTON VILLAGE HALL & RECREATION GROUND  
MANAGEMENT - COMMENCING AT 7.05PM**

**APOLOGIES**

Mr P Vaughan, Mr C Holland, Mrs P Jukes, Mrs V Burdett, Mr C Vigar

**THOSE PRESENT**

Mr. D Astington, Mrs. A Barton, Mr M Meaden, Mr K Robinson,  
Cdr R Sargent, Mr. B Tarr, Mrs J Turner, & Mr R Vaux.

In the absence of **Mr Patrick Vaughan** **Cdr Richard Sergeant** took the chair and welcomed the members to this committee meeting,

MINUTES OF THE LAST MEETING ( 7<sup>th</sup> April 2008 ) were signed.

MATTERS ARISING

- a] **Cdr Richard Sargent** said that he had spoken with **Mr Patrick Vaughan** regarding further insulation to the village hall loft which had been inspected & they had decided that this was not necessary. The item would now be deleted from the committee agenda.
- b] **Cdr Richard Sargent** confirmed that **Mr Patrick Vaughan** & the Village Hall Trustees being the Long Sutton Parish Council are still in discussions regarding the notices re dog fouling etc
- c]. **Cdr Richard Sargent** confirmed that after a consultation with the Long Sutton Parish Council, the BMX Track has been made safe & will continue in use. It will now become the responsibility of the Long Sutton Parish Council & the £500 grant for its upkeep has been transferred back to the Long Sutton Parish Council.
- d] **Cdr Richard Sargent** said that we needed to consider whether the purchase of an industrial litter vacuum was warranted & if not to be withdrawn from the pending agenda. After some discussion it was agreed to withdraw this item from future agendas.
- e] **Mr Malcolm Meaden** has received an estimate for £825 from the electrician [Mr Paul Thorne] for replacement of the 2 heaters in the kitchen, & recommended to the committee that we should put this forward to the Long Sutton Parish Council for agreement. **Mr Malcolm Meaden** added that Mr Paul Thorne has proved in the past to be reliable & competitive in his work & sees no reason to go to any further expense in obtaining more quotes, as this would hold up the work to be done considerably. **Mr David Astington** proposed & **Mr Bernard Tarr** seconded that this committee recommend to Long Sutton Parish Council the replacement of the heaters in the village hall kitchen by Mr Paul Thorne at the cost quoted. This was carried unanimously.
- f] **Cdr Richard Sargent** asked for agreement that the replacement of all the heaters in the main hall be left on the agenda awaiting sufficient funds to carry out this work.
- g] **Mr Kevin Robinson** confirmed that he has repaired stage lighting cupboard door & **Mr David Astington** confirmed that the old strip lighting tubes left in the rear room of the stage have been safely disposed of.
- h] **Mrs Judy Turner** said that she wished to retain the 40<sup>th</sup> anniversary celebrations for next year on the agenda. We will need to consider a date for the celebrations soon.
- i] **Mr Kevin Robinson** confirmed that Condition 9 on the booking agreement will be amended before the new booking clerk takes over.
- j] **Cdr Richard Sargent** confirmed that Mr Harry Fry has mended the Long Sutton Village Hall sign at the entrance to the village hall at a cost of £100.
- k] **Cdr Richard Sargent** confirmed that Mr Harry Fry has repaired the water drain covering at the entrance to the car park
- l] **Cdr Richard Sargent** asked for volunteers to cut back the brambles that were deemed dangerous for those using the children's play area. **Mr David Astington** has already cut back some of the growth but agreed to liase with **Mr Bernard Tarr** to look at the problem inside the children's play area & deal with it.
- m] **Mrs Judy Turner** said that she has looked at the "filing box" fittings for displaying leaflets of interest to the public & can obtain a suitable one for around £100, & asked the village hall committee's agreement to purchase this & arrange fitting. This was agreed.

TREASURERS REPORT **Mr. Malcolm Meaden** confirmed the details from the village hall committee Cash & Bank A/cs as at 9<sup>th</sup> June 2008 are as follows: -

Alliance & Leicester Instant Reserve A/c -	£5,575.60p
Alliance & Leicester Current A/c	£1,856.11p
<b>Total Cash &amp; Bank A/cs</b>	<b>£7,431.71p</b>

**Mr. Malcolm Meaden** confirmed that to date there were **2 hall rental accounts outstanding** – one for £24 [since January] and one for £60 [since March] **totalling £84**. These are being followed up. There is a diary note to invoice the school in August in respect of the use of the tennis courts during June & July. The school secretary is aware of this.

**Mr. Malcolm Meaden** pointed out some interesting comparisons with the same period in 2007.

**On income** the hire of the hall had increased 2008 £1,188.75p [2007 £1,085.40p] and the Tennis Court fees 2008 £101 [2007 £45] But bank interest had dropped 2008 £38.53p [2007 £95.93p]

**On Expenditure** The electricity consumed has reduced 2008 £565.97p [2007 £673.86p]

**2007** saw some large bills requiring payment mainly for the refurbishment of the Sports Pavilion – which is still to be completed and the toilet for the disabled in the main hall – this resulted in an overall deficit of £8,764.08p

**However 2008** has shown a slight credit of £71.10p.

The new operating instructions require cheque signatories to be Parish Counsellors only. Therefore the new Treasurer of the village hall committee will not be operating the Alliance & Leicester Accounts via the phone & internet. **Mr. Malcolm Meaden** suggested transferring the Village Hall accounts to the Somerton branch of Lloyds Bank to ensure that the Long Sutton Post office obtains credit for banking entries.

**The Nat West does not allow Post Offices to transact business.** This is unfortunate as the reserve rate of interest is currently 4% and this will not be obtainable at Lloyds or any other clearing bank offering a branch service. Two Parish Councillors would need to be appointed to sign cheques.

**The Current Treasurer will need to advise the Charity Commission to send the annual financial return form[s] to the Long Sutton Parish Clerk.** This is required after each AGM. **Mr. Malcolm Meaden** has received the current return form and will forward it to the Long Sutton Parish Clerk [Mrs Paula Allen] to deal with.

**Total Floor Care** – due for inspection by annually – A quote of £800 + VAT to refurbish the floor of the main hall has been obtained after the Village Hall cleaner had reported that the floor needs attention. It was agreed that the refurbishment of the floor of the main hall be recommended to the Long Sutton Parish Council.

**Mr Paul Thorne** [the electrician] has forwarded an estimate quote for replacing the kitchen heaters with the Dimplex heaters + PIR [as fitted in the Committee Room] for £825 +VAT

**The Cane Class** reported that the heater in the men's toilet had been left on when they used the hall on Thursday 5<sup>th</sup> June – this heater has not been known for a very long time. The heater is an ancient one and would consume a lot of electricity. It was unanimously agreed that the heater should be disconnected; by removing the fuse if this is possible.

The Caretakers son **Mr Darren Morris** is willing to undertake small repair jobs. He recently made safe the broken window in the Ladies toilets and repaired the key box damaged by vandals for £25. During the next few days he will assess the repairs needed to the vandal damage to the double emergency fire exit doors in the main hall and will repair. The toilet window was replaced with glass reinforced with wire mesh by Somerton Windows at a cost of £48.88p including VAT.

## SPORTS CLUBS

### [ a ] CRICKET CLUB

- (1) In the absence of **Mr Chris Vigor, Cdr Richard Sargent** said that **Mr Patrick Vaughan** will be urging the completion of the window shutters to the Sports Pavilion windows. This item was originally discussed as long ago as **July 2005** when concern was raised because of vandals breaking in to the Sports Pavilion, and it was agreed that metal mesh shutters would be fitted to safeguard the breaking of the windows as well as vandals gaining access.
- (2) In the absence of **Mr Chris Vigor, Cdr Richard Sargent** said that the concrete apron outside the entrance door to the Sports Pavilion not been enlarged before the season began and therefore the idea to ban cricket boots from within the pavilion had not been introduced. Both matters would be considered after the present cricket season ends.
- (3) In the absence of **Mr Chris Vigor, Cdr Richard Sargent** said that he was most disappointed that the internal doors had not been hung despite reassurances at the last committee meeting held in April. **Mr Patrick Vaughan** is away on holiday for 3 weeks, but on his return will be employing a carpenter to hang the doors and rectify any faults found on the door surrounds or locks.
- (4) **Cdr Richard Sargent** said that the large amount of fuel being illegally kept in the store building has still not been removed despite this being pointed out as urgently required to comply with conditions laid down for cover by the insurance company. There is now a deadline of 2 weeks to remove the fuel and the tank. **Mr Patrick Vaughan** will deal on his return as this will also jeopardise the risk assessment report on all the buildings and grounds, especially on the point of the fuel being a fire risk.
- (5) In the absence of **Mr Chris Vigor, Cdr Richard Sargent** said that nothing had been done regarding enquiries to obtain prices for CCTV equipment and **this has been on the agenda since January 2007**. **Mrs Judy Turner** said that a cheap package can be bought from Argos for around less than £100. She will enquire from **Mr Darren Morris** how much he would charge to fit it, and if necessary report back at the next meeting.
- (6) In the absence of **Mr Patrick Vaughan, Cdr Richard Sargent** said that it was felt 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

**Cdr Richard Sargent** confirmed in the absence of **Mr Patrick Vaughan** that the football coaching for young children is continuing and has met the conditions of the grant awarded towards upgrading the Sports Pavilion.

## TENNIS COURTS

**Mr Malcolm Meaden** said that he has now received the estimate for repair to the fencing round the court which is £418.83p + VAT. It was agreed that the work is necessary and the committee recommends to the Trustees [ i e The Long Sutton Parish Council ] that the work is carried out; the statement for payment will go direct to the Long Sutton Parish Council.

**Mr Malcolm Meaden** also reported that since the tennis court surfaces had been cleaned, patches of brown staining have appeared, and asked for this to be checked in accordance with health and safety regulations.

## DISABLED ACCESS

[a] **Mrs Judy Turner** said that she attended a SSDC meeting recently and a portable loop system was in use, She was asked to make enquiries about the availability of such a system and report back at the next meeting.

[b] **Mr Kevin Robinson** said that he still had not found a supplier of baby changing tables for toilet areas. It was queried as to how many would use it and we had never had an enquiry asking why there wasn't one. After some discussion it was decided to take this item off the agenda and pursue it only if some one asks about the facility.

#### FUND RAISING

**Mrs Judy Turner** said that with her other commitments, she does not have time to arrange any fund raising events. The date for the proposed 40<sup>th</sup> anniversary celebrations of the opening of the village hall in 2009 will need to be discussed shortly.

#### CHARITY COMMISSIONERS & COMMUNITY COUNCIL

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

#### [B] COMMUNITY COUNCIL

**Mr Malcolm Meaden** read out parts of various directives he had received and thought were relevant to the Village Hall committee.

#### CORRESPONDENCE

[1] **Mr Malcolm Meaden** passed a letter from the SSDC regarding the BMX Track to **Mrs Judy Turner**

[2] **Mr Malcolm Meaden** reported that the "Nector Points" received for reading the electric meter have now been used to obtain 2 new clocks both in the main hall; we still require one for the committee room.

#### ANY OTHER BUSINESS

[1] Concern was expressed regarding the vacant office of Village Hall Booking Clerk and an advert would be inserted in the local monthly newsletter. The existing mobile phone number and Email address will be kept in use for future bookings. An in depth discussion took place regarding the possibility of no one coming forward and the suggestion of paying an honorarium was also explored.

[2] It has come to light that the water heater in the ladies toilets has not been replaced neither has the damaged arm to the basin been repaired. The water heater is very old and shows rust in places and it was felt that for safety reasons the water heater should be replaced. **Mr Malcolm Meaden** agreed to ask the electrician [Mr Paul Thorne] to fit a new water heater.

[3] **Mrs Judy Turner** said that details regarding the Village Hall should be included on the Long Sutton website. This was agreed.

[4] **Mr Bernard Tarr** reported that the bowls club members found a lot of crockery had been replaced in the kitchen cupboards unwashed, when they used the hall Tuesday evening 3<sup>rd</sup> June. He added that the bowls club had run a bowling tournament on the Saturday 31<sup>st</sup> May and all the crockery had been thoroughly washed after the event.

[5] **Mr Kevin Robinson** said that as he will be retiring from the Village Hall Committee at the end of July and he is at present the designated supervisor for the Village Hall licence; some one needs to be appointed, or alcohol cannot legally be served at events held in the village hall, unless the renter applies for a one off licence at least 10 days before hand, to cover that specific event. He suggests that the new Booking Clerk is also the Licence holder.

[6] **Mr Kevin Robinson** reminded the committee that the emergency hall lighting needs to be fully checked on a monthly basis. This entails turning off the main hall lighting and checking that all the emergency lights are working.

[7] **Mr Kevin Robinson** said that he has a number of keys belonging to the village hall he has been round all the locks in the hall and matched most of the keys up, although there are a few that do not fit any existing locks. He will label them and put them in the filing cabinet in the committee room. There is a container in one of the drawers marked "keys".

[8] **Mr Richard Vaux** asked that Mr Robin Davies be asked to cut the grass around the BMX Track to include in his contract.

[9] **Mr Richard Vaux** said that he had been approached regarding the removal of the heavy roller, which is blocking the footpath along the hedge from the storage building towards the main road. [ Some members of the committee moved this to one side after the meeting ]. It was agreed that both the roller and the unwanted site screen which has been dumped behind the storage building should be disposed of.

#### APPROVAL SOUGHT OF TRUSTEES

(1) Replacement of the 2 heaters in the kitchen [£825] - See page 2 "Matters Arising" sub paragraph e.

(2) Floor of main hall to be refurbished [£800 + VAT] - See page 3 "Treasurers Report".

(3) Tennis Court fencing [£418.83p + VAT] - See page 3 "Tennis Courts".

#### DATE OF NEXT MEETING MONDAY 18<sup>TH</sup> AUGUST 2008 @ 7.00pm

There being no other business the meeting was formally closed by **Cdr Richard Sargent**, at 9.15pm.

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

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