

WEST BERGHOLT PARISH COUNCIL

Minutes of Trustees Meeting – 25th July 2007 – 7.30p.m.

In the Chair: Mr Gili-Ross
Trustees Present: Mrs Bowden, Mr Colbron, Mr Johnson, Mr Short, Mr Sleigh, Mr Stone, Mr Tyrrell
Clerk: Mrs Walsom
Present: Councillor Tod arrived 7.55p.m. Councillor Willetts arrived 8.10p.m.
Four members of the public

1. Apologies for Absence

Apologies were received from Mr Savage and Mr Stevenson.

2. To approve and sign the minutes of the previous meeting

With no amendments the Minutes were approved and signed.

3. Hall Report

- Mr Gili-Ross was confirmed as Chair of the Hall Committee. Meetings will be held on 2nd Thursday of the month at 7.30p.m. in the Ernest Blackwell room.
- Mrs Mayhew will take on additional duties to deal with day to day matters affecting the Hall and report to Mr Gili-Ross or Mrs Walsom.
- Mrs Mayhew is dealing with a smell in the kitchen and has arranged for Senroc to deal with pressure problems on the new boilers.
- CCTV – The system is still not working properly and payment of the last bill of over £5000 is still being withheld. Mr Sleigh is dealing with this.
- Lighting system – Mr Savage has met with a lighting designer to produce a specification required for the hall. Mr Short will arrange quotes.
- Ceiling insulation – Mr Gili-Ross will take on the responsibility for this work.
- Redecoration – Mr Sleigh will organise redecoration of the hall once the lighting and insulation work has been completed.
- Flooring – This will be the last area to be completed. Responsibility for this work will be arranged at a later date. Mr Short will arrange for necessary remedial work to be looked at by Bob Hollock.
- Hall fabric – internal and external – Mrs Mayhew will be responsible for regularly inspecting the hall both inside and out as well as the car park area. She is to produce a list of items requiring attention. It is hoped that Mr Broom will be able to take on some of this work. Work relating to the car park will be passed to the Environment committee.
- Mrs Mayhew is to ask Bluebells not to put tables in front of fire doors.
- Storage – Mr Colbron will look at possible improvements to the storage facilities.
- Mrs Mayhew will look at ways of improving the office, particularly as this area is open to the public.
- Mrs Mayhew will sort out all the keys currently held in the office. They should all be labelled. Mrs Walsom and Mr Gili-Ross should each have a set.
- Mr Stevenson will be responsible for carrying out a survey of the kitchen over the summer to determine short, medium and long term needs.
- Mrs Mayhew will be responsible for checking on the cleaners' work. This will be compared with their contract.
- Mr Colbron will look into the possibility of having a lockable notice board in the hall as the current board is used by all and is in a mess.
- Much of the work to be undertaken is reliant upon the success of grants for funding which Mr Savage has applied for.
- Mr Sleigh will look at problems with the loop system following a letter received from the Orpen Players.
- The Hall committee will look into the possibility of gaining a RCCE Hallmark.
- An entry form had been received for the Augustine Courtauld Award. Mrs Walsom will deal with this.
- A letter from CBC about the 3 year review of the Licensing Policy will be passed to the Social Club.

Accounts

The accounts showed 43% income and 37% expenditure.

Expenditure – Approved by Mr Sleigh and seconded by Mrs Bowden

Caroline Nix	Cleaning	492.00
BT	Mrs Mayhew's phone	50.60
Mrs Mayhew	Cleaning and cleaning materials	46.01
Elanor Technical Services	Boiler service – JL Hall	61.10
D & M Electrics	Light bulb replacements	163.98
Salary payment to Mrs Mayhew		

4. Allotments

It was agreed, following an attack of blight on potato and tomato crops, that a 'one off burn' could take place as these crops cannot be composted. This will be carried out at a suitable time and will be carefully monitored.

Mr Broom will trim hedges where necessary. Mr Johnson will confirm dates with Mr King for the village hedge cutting.

5. **Poors Land**

Atkins is to be contacted to check on the progress of the remedial work to the entrance.

A meeting is to be arranged between Pinnacle and the trustees to discuss grass cutting issues.

6. **Lorkin Daniell Playing Field**

Mr Savage agreed to arrange the repair of a large pothole on the car park.

Mr Short will look into making safe an electrical box by the MUGA. It is not clear whose responsibility the box is.

It was agreed to approve the revised plans for the new football club house. It was made clear that any buildings on trust land become the responsibility of the trustees and there may be no major changes to the Licence.

Following confirmation of the grant from the East Essex Area Forum bringing the total funding available to £16590, it was agreed to order the Mountain Climber at a cost of £14900

7. **Village Green**

A new lock is to be purchased to replace one missing from a rhino post outside the Scout Hut.

8. **Correspondence**

There was no correspondence.