

WEST BERGHOLT PARISH COUNCIL

Minutes of Trustees Meeting – 26th September 2007 – 7.30p.m.

In the Chair: Mr Gili-Ross
Trustees Present: Mrs Bowden, Mrs Church, Mr Colbron, Mr Johnson, Mr Savage, Mr Short, Mr Sleigh, Mr Stevenson, Mr Stone, Mr Tyrrell
Clerk: Mrs Walsom
Present: Councillor Tod and 1 member of the public

1. Apologies for Absence

There were no apologies for absence.

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

With no amendments the Minutes were approved and signed.

3. Hall Report

- Grant applications of £7295 for insulation and £7400 for lighting have been approved. Quotes have been received. Additional funding will need to be found for the lighting at approximately £1600. There is funding available in various accounts relating to the Hall and the Parish Council account. Colne Valley Building Works will be carrying out the insulation work as well as redecorating the hall. Chambers will carry out the lighting work. It is anticipated that the lighting work will take place during the October half term.
- CCTV – Although the system is working properly it was agreed to hold payment back for a month. A script sheet will be placed near the equipment in the office. The possibility of linking the system to the internet will be explored.
- Orpen Hall flooring – A very reasonable quote was received of £189 for 3 days work. The work will proceed.
- The hole in the car park has been repaired. If the grant application is successful, which it is likely to be, additional repairs will be made.
- A blocked drain from the men's toilets needs attention.
- A quote for a new notice board in the hall for £158 was approved.
- It was agreed that all portraits and pictures in the hall should remain as they have historical and sentimental value.
- The room upstairs has been cleared and cleaned and can now be used as a meeting room. Equipment in cupboards and audio equipment needs to be looked at and sorted out. The loop system needs to remain in this room. The back room will be used as storage for old files from the office. The meeting room will be redecorated either by a contractor or members of the Parish Council.
Chairs of committee meetings should consider the access needs of any attending members of the public prior to considering using the room upstairs.
- The boilers have been serviced. All boilers will now be serviced under the same contract. A problem with low pressure on the Social Club's boiler has been dealt with by Mrs Mayhew.
- A budget of £500 was agreed to refurbish the office which will then need a good sort out to clear the paperwork, much of which can be stored in the back room upstairs. Mrs Walsom and Mrs Mayhew will organise this.
- Work has begun on sorting out the keys. A complete set, including keys for the various barriers on charity lands, will be labelled and kept in the office. On office key will be held by Mrs Mayhew, Mrs Walsom and Mr Gili-Ross.
- A questionnaire about usage of the kitchen has been produced and will be circulated to all hall users, to be returned by 31st October. Mr Stevenson will carry out a survey of the kitchen
- It was agreed that should PSSOs have the use of a push bike, it could be stored in the boiler room. The PSSOs could also be offered the meeting room upstairs as a place to do paper work.
- The possibility of installing sleeping policemen at the entrance and exit to the car park will be investigated.
- Problems with the loop system are being dealt with. Members of the Hall committee now know how to work it.

Accounts

The accounts showed 60% income and 41% expenditure.

Expenditure – Approved by Mr Colbron and seconded by Mr Sleigh

CBC	Licence for Hall	70.00
Caroline Nix	Cleaning	384.00
Mrs Mayhew	Keys and breakglass tubes	78.13

Salary payment to Mrs Mayhew

4. Allotments

- A problem with rats has been dealt with and the situation has improved.
- It was agreed that next year, during the growing season, bonfires would be held once a month, in the evening. Notification in advance would be given to local residents.
- Work has started to clear the back hedge. A skip or use of a chipper may be necessary. A skip has been organised for the Autumn. A letter of thanks was received from the resident at 1 Albany Close.
- A problem of residents living adjacent to the Allotments gaining access from their gardens needs to be addressed.

- Letters sent to plot holders who are not attending to them have had a good response.

5. **Poors Land**

- An email will be sent to Atkins to ensure that they take instructions from the Trustees only about any work to be carried out.
- The lock on the barrier was broken again. It was suggested to investigate if entrance can be achieved via the school and, if so, the lock could be welded shut temporarily.

6. **Lorkin Daniell Playing Field**

Need to ascertain who owns the electricity box and whether or not it is still in use.

Mr Sleigh has had a break in from the field into his garden.

The new climbing frame has been installed and is proving very popular. Some soil in the area has been interfered with and stones scattered. This needs to be cleared up.

7. **Village Green**

There was no report.

8. **Correspondence**

A letter of thanks had been sent to CBC and ECC for the grants received.

RCCE Essex Village Halls Community Building Conference.