



WEST BERGHOLT PARISH COUNCIL

HALL REPORT

Report on Meeting:	14 th February 2008
Location	Orpen Hall
Councillors present	John Gili-Ross, Bernard Colbron David Short & Chris Stevenson.
Apologies	Peter Sleigh

	<u>Action</u>
<u>Committee Administration</u>	
Following the resignation of Suzanne Bowden from the PC, Chris Stevenson agreed to take over as note taker/distributor and to arrange the future meeting schedule. The Committee expressed their appreciation of the work undertaken by Suzanne.	
<u>Budgets</u>	
Changes for 2008/9 agreed no further actions.	All to note
<ul style="list-style-type: none"> • Current Budget: £26,900 • Current Expenditure:£19,482.54 	
Likely surplus for next year is in the region of £10,000 plus	
<u>CCTV System</u>	
Defects as reported to Jan's meeting (cameras 1 and 4) still apparent. No appointment confirmed with supplier yet. System is very unsatisfactory and further discussion needed with Panther to get all defects rectified at the same time such that whole installation can be fully working.	Bernard
<u>Orpen Hall Lighting (to be removed from next agenda)</u>	
All works complete. A letter was due to be sent to the contractor thanking him for quality of installation. Not sure whether this has been sent yet.	Val to advise John
<u>Ceiling Insulation &</u>	
Social club yet to respond in respect of remaining insulation needed. A letter needs to be sent to the Social Club to remind them to make arrangements for final part of work to be completed.	Bernard
<u>Orpen Hall Flooring</u>	
Work ongoing to replace small sections of damaged flooring with new wood. Following this the floor will be sealed and relined.	David
<u>Orpen Hall Redecoration</u>	
Painting and decorating complete and hall looks very smart as a result with a very fetching pink apple blossom hue. It was noted that the radiators were	



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<p>looking grubby and scratched; these should really have been examined as part of the decorating works. June to get the cleaners to wash down the radiators and a view will be taken about repainting thereafter. Pictures need to be re-hung and generally the hall walls should be kept clear, clean and uncluttered. Bernard and John will re-position and re-hang the pictures. June to advise Bluebells about not putting paintings on the Hall walls using blue tack.</p>	<p>June John / Bernard June</p>
<p><u>Hall Fabric - Internal/External</u></p>	
<p>Tar macadam patches have been applied to worn sections. A new surface for the whole car park is desirable. Chris to bring cost estimates based on industry unit rates to the next meeting.</p>	<p>Chris</p>
<p>New tables to replace old card tables are required. Bernard to look at modern equivalents at Staples, and make estimate of costs with view to replacement in the near future. Tables are used at events such as quiz evenings. Tables currently stacked up in old toilet area next to June's office.</p>	<p>Bernard</p>
<p><u>Storage Facilities - Internal/External</u></p>	
<p>Bluebell group has tidied up equipment in garage lock-up. The small cupboard upstairs belongs to WI. June to contact Val to arrange a small label to be made up for affixing to cupboard door.</p>	<p>June</p>
<p><u>Loop System (to be removed from next agenda)</u></p>	
<p>All works complete</p>	
<p><u>Office Layout and Records (to be removed from next agenda)</u></p>	
<p>All works complete</p>	
<p><u>Hall and Environs Key Register and Key safe</u></p>	
<p>Key safe work complete, but some keys need to be placed on the register.</p>	<p>June</p>
<p><u>Kitchen Refurbishment</u></p>	
<p>All agreed to re-visit the kitchen refurbishment next meeting.</p>	<p>All to note</p>
<p><u>Hall Cleaning</u></p>	
<p>John has signed the new contract and Val to confirm whether the Cleaners have been issued with their copy.</p>	<p>John / Val</p>
<p><u>A.O.B.</u></p>	
<ul style="list-style-type: none"> • Safety Certificate outstanding • Contractors: minor works to continue with existing call out arrangements maintained but monitored to check whether a good service was being offered. In particular electrician is not reliable for callouts. • New Handyman appointed. His contract (subject to him agreeing to conditions and having basic skills) will permit minor repairs and alteration works to be undertaken rather than using a contractor. Direction to perform Hall works to be issued by Chair of Environment Committee or 	<p>Bernard June John / Peter</p>



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	<p>Val</p> <ul style="list-style-type: none"> • Signs: new signs are needed for John Lampon Hall (directional for visitors and outside the extension itself) • Hall Prices: Andrew advised of price changes for hire of Hall 	David																
	<p>Future Items for consideration in 2008/9</p> <table border="1" style="margin: auto; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">Item</th> <th style="text-align: left;">Priority</th> </tr> </thead> <tbody> <tr> <td>• Sleeping Policeman</td> <td>• Medium</td> </tr> <tr> <td>• Broadband</td> <td>• Low</td> </tr> <tr> <td>• Community Broadband</td> <td>• Matter for Parish Plan</td> </tr> <tr> <td>• Windows</td> <td>• Medium</td> </tr> <tr> <td>• Guttering, Soffits, Downpipes</td> <td>• High</td> </tr> <tr> <td>• Pitched Roofs for entrances</td> <td>• High</td> </tr> <tr> <td>• Smokers area/shelter</td> <td>• Medium</td> </tr> </tbody> </table>	Item	Priority	• Sleeping Policeman	• Medium	• Broadband	• Low	• Community Broadband	• Matter for Parish Plan	• Windows	• Medium	• Guttering, Soffits, Downpipes	• High	• Pitched Roofs for entrances	• High	• Smokers area/shelter	• Medium	
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15	<p><u>Date of Next Meeting</u> <i>Thursday 13th March, Orpen Hall at 19.30</i></p> <ul style="list-style-type: none"> • Apologies in advance from Chris Stevenson 																	