



WEST BERGHOLT PARISH COUNCIL

Hall Report

Meeting held Thursday 14th April 2009. John Lampon Hall

Councillors present

Bernard Colbron, Jenny Church, Peter Sleigh, David Short

Apologies

1 Hall Work

Grant application only partially agreed. Proposed therefore to only replace guttering, down-pipes and doors, quotes have been accepted from Hockley's. Hockley's have said that the electrical input goes through existing soffits and needs moving. Bernard has contacted EDF energy to see if this is necessary. One section of glass in roof is broken. This is likely to be an insurance job. Window of office needs replacing. Metal grid to be re-placed on inside of the window after new window fitted. A safety lock is needed on the office sidedoor. Work planned for May half term.

Bernard

2 RCCE

Re "Energy efficiency Initiative" - Bernard will get the information from the internet.

Bernard

3 CCTV

New company, Anglia Burglar Alarms have assessed the problems and needs. Quotes have been received. Meeting agreed to the bigger system and capability. Cameras to be sited appropriately.

Bernard

4 Hall Flooring

Quote for cleaning contract from Mikes Cleaning Services. Specifications posted to Spick and Span as no email was available. Awaiting response. The specifications are for initially a six month contract. Quote also to be sought from Mrs Norhurst's cleaning company.

Bernard

5 Car Park

Decision taken to ask Gary to fill in potholes.

Bernard

6 Kitchen Refurbishment

Gary is assessing the needs for redecorating the kitchen. This will need to wait until Autumn/Winter as Gary is busy with other environmental work at the moment. Cracks in Kitchen wall examined and it was decided to ask insurance to investigate how much of a problem this is.

Bernard

7 Fire and Safety

On going. PAT testing completed - invoice sent to Val. Minor works to be done. Results of Fire and Safety inspection showed we needed to carry out some remedial actions.

Bernard

Safety certificates must be kept in a book in the office.

Fire bells must be tested once a month.

Electrical equipment must be PA tested - now completed.

Cleaning cupboard must be kept locked



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Fire alarm to be put in office - if needed.

Re inspection six months from previous inspection.

Forms needed to be given to all hall hirers re Fire and Safety procedures.

Fire extinguishers required for upstairs meeting room - now obtained (one electrical and one general).

8 Pictures

Pictures to be replaced on the walls in the Halls. Gary to be asked if he can do this.

Bernard

9 New store room

Request for sink to be removed from wall. Contact David Short if Gary can do this work.

Bernard
and
Gary

10 AOB

Right hand lock-up will be cleared of unwanted items on Saturday 23rd May.

Date of next meeting

Thursday 11th June 2009 at 6.30pm