



## W E S T B E R G H O L T P A R I S H C O U N C I L

# Hall Report

Meeting held Thursday 11<sup>th</sup> June 2009. John Lampon Hall

Councillors present                      Bernard Colbron, Jenny Church, Peter Sleigh, David Short  
Apologies

### 1 Hall Work

Gutters, soffits etc fitted as planned. There is still concern that the guttering is capable of taking the rainwater from the roof. Hockley's have taken a week and a half to carry out the work, much longer than estimated. Front guttering still needs to be done after BT has attended to the phone wiring. Windows will need replacing later in the year. Bernard  
And  
Gary

Glass in roof is broken. This is likely to be an insurance job. Glass roof also needs cleaning.

Gary needs a Hall key for accessing boiler room.

Gary to replace down pipe on back wall of building.

### 2 CCTV

Agreed to be replaced by higher specifications. Andrew to sort grants for the equipment that is needed. Bernard  
and  
Andrew

### 3 Hall Flooring

Quote for cleaning contract received from Mikes Cleaning Services. Bernard

Specifications posted to Spick and Span but they have declined to quote. The specifications will be for an initial six month period. Quotes also to be asked from Mrs Norhurst's cleaning company "First Class Cleaners".

### 4 Car Park

Decision to ask Gary to complete the filling in of potholes. Bernard  
and  
Gary

### 5 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

### 6 Fire and Safety

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



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- Cleaning cupboard must be kept locked
- Fire alarm to be put in office.
- Re inspection 6 months from previous inspection.
- Forms needed to be given to all hall hirers re Fire and Safety procedures.
- Fire extinguishers for upstairs meeting room and electrical room are in place.

7 Pictures

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

Bernard  
and  
Gary

8 New store room

Sink to be removed from wall of BYG room. Need to assess where the stopcock is.

Bernard  
and  
Gary

Date of next meeting

Thursday 9<sup>th</sup> July 2009 after 6.15pm