

**Minutes of the meeting of the Watton-at-Stone Community Hall Board of Trustees held  
in the Community Hall on Saturday 6 April 2024**

Present: Cllr. Richard Lewis Cllr. Darren Appleby  
Cllr. Nicola White  
Abigail Brown (Clerk)

**1. Apologies for absence**

Mr. Michael Smith

**2. Report on items resolved since the Trustees meeting held on 8 October 2023****• Water Meter (Still Outstanding)**

Metre reading has been taken and is being submitted to water company once meter numbers have been corrected.

**• Tennis Court Annual Clean**

Has been cleaned and Tennis club are happy. Richard has meeting with Becky Hall to review contract as to who is responsible for what.

**• PAT Testing**

It has been approved and signed off by the PC that PAT testing will be charged at £3 per item per annually which will be reviewed each year and they will be added to invoices for regular hirers.

**• Gutters**

Gutters have been reviewed and are in good condition. All gutters will be monitored but the Trustees

**• RVTv – CCTV security system**

See Point 7 below

**• Toilet Door**

Cllr. Darren Appleby is going to look into what a security door will look like and whether they are standard size

**Action: D Appleby**

**3. Caretaker:** Refer to the attached caretaker's report from John Meischke.

**See attached**

**4. Playground Report & Other Repairs**

There is a bin which is on uneven ground and needs to have the ground leveled with soil – **Action: Cllr. Richard Lewis**

There is a section of safety surface area in the playground which is lifting up. Cllr. Richard Lewis will speak with John/Mike about how this can be repaired.

**Action – Cllr. Richard Lewis**

**5. Ladies and Youth Football**

A meeting will be organised to discuss how the village can accommodate both the ladies and youth football team. Cllr. Richard Lewis will contact both managers (Derek and Steve) and arrange a meeting to discuss how this can be resolved.

**Action – Cllr. Richard Lewis**

It was agreed that a new set of principles should be created to present in the meeting with the Football teams.

**Action – Cllr. Richard Lewis**

Further to the increase in costs to both the Tennis and Cricket clubs, a report should be provided to Richard and Nicola showing what the price increase has been.

**Action – A Brown**

**6. Tennis Club**

Cllr. Richard Lewis has arranged a meeting with Becky Hall to review the contract between the Tennis Club and Community Hall as to who is responsible for what.

**7. CCTV repairs**

RVTV have been unable to fix current system and have quoted that it will cost £500 to provide and install a new box. Alternative options have been researched. They can be purchased outright but the initial set up cost would be higher than the replacement box. It was proposed that for the short term it would be best to accept the quote from RVTV.

Abigail Brown is to arrange a conference call with RVTV to discuss requirements to repair the system, including a revised quote of what has been paid and unpaid.

**Action – A Brown**

**8. Key holders**

A list is currently being compiled and the list will be made available to all Trustees so that they can update as required. Abigail Brown will send a spreadsheet containing a list of all key holders to Trustees to access and to update as required

**Action – A Brown**

**9. Long Term Community Hall Mission & Purpose**

To be able to decide the long-term mission, a report is going to be compiled to assess when the hall is most in use, who is using the hall and what it is being used for.

It was proposed to use the stall at the fete to engage with villagers and to establish what improvements they would like and what they would like from the hall. All Trustees should consider ideas for the hall and how we can increase bookings.

**Action - All**

**10. Any other business**

Cllr. Nicola White proposed a D-Day celebration in the village including a BBQ at the scout hut if possible. It was also proposed that there should be a few 'idea boxes' around the village in the pubs and shops to ask villagers what they would like from the hall.

The meeting closed at 17:15.

**Parish Council minute extracts since the Trustees meeting****February Minutes****Cllr Lewis reported on the following items.**

- Report on meeting held on 4 February 2024

Prior to this meeting, all Parish Councillors were emailed a copy of the Trustees minutes dated 4 February.

**Cllr. Lewis went through the recommendations of the Trustees as follows.**

Recommendations:

- Agree not to replace the specified windows and doors but arrange for them to be repaired and stained.
- Accept Mark Blacktin's quotation to repair and stain the high-level windows.
- Agree not to replace the floodlighting coin meters with card readers.
- Form a lead group with a more holistic approach towards hiring costs, improving hirings and social media.

Parish Councillors approved the above recommendations.

**Other Items**

Trustees Michael Smith and Darren Appleby to ask Mark Blacktin to quote for repairing and staining the pavilion and meeting room windows and main entrance doors.

Action: M. Smith/D. Appleby

Trustee Michael Smith and Cllr Appleby will meet with Mark Blacktin to discuss the repair of the play area safety surface highlighted in the annual playground inspection report.

Action: M. Smith/D. Appleby

Mark Blacktin's quotation to repair the perimeter wall and damaged external toilet door was approved by email prior to the Trustees meeting.

The Trustees will look at finding a vandal resistant door for the external toilets.

Action: Trustees

Cllr. Lewis said he will look at putting together a proposal for a five-year vision for the Community Hall. The Trustees will need to decide if they see the vision as continuing to maintain and repair the hall as it is or see a new vision for the hall with more potential opportunities. The vision will also include the use of the area of land which had planning permission for a car park extension refused. This proposal will be assessed at the same time as the Parish Council review their policies.

Action: Cllr. Lewis

Keyholders: the Clerk has an action to list the names of all keyholders and which keys they hold.

Action: J. Allsop

CCTV repairs – the recorder on the CCTV system needs repairing. The cost of a new recorder is £325 and there have already been two call outs, at a cost of £190. If the new recorder is installed, there will be another £115 call out fee, which includes one hours work to fit and test the recorder. If the installation and testing work extends beyond one hour, the additional hourly fee is £45. (All prices quoted above exclude VAT, which the Community Hall can claim back.) The CCTV system is already 6 years old, and the Trustees have been actioned to consider if the existing CCTV system should be repaired, replaced with an alternative system, or removed altogether.

Action: Trustees

Trustees' meetings – Cllr. Lewis said the Trustees will meet again in late March / early April.

**March Minutes**

Cllr Lewis reported on the following items.

- Date for Trustees meeting - The date for the next meeting to be arranged.
- Increase in hire charges for 2024/2025 - The Cricket and Tennis Clubs have both been notified of the 10% increase in hiring charges.
- The Trustees need to get into discussion with both the Youth and Ladies Football teams about the use of the sportsfield for the season 2024/2025 before discussing the hire charges. This item will be on the agenda for the next Trustees meeting. Agenda: Trustees

- Tennis courts - The Tennis courts are all in need of cleaning. The single court was last cleaned in January 2022 and the double courts were resurfaced in Autumn 2022. Sports Courts have quoted £1,125, plus VAT to pressure wash and moss kill all three Courts. Cllr White proposed that Sports Courts quote be accepted. Cllr Kirk seconded the motion and all present were in favour. The Clerk to instruct Sports Courts.

Action: J Allsop.

- There are some small sections of surface damage on the courts. This to be assessed in liaison with Rebecca Hall (Tennis Club) after the cleaning work has been completed.

Action: R. Lewis

- Water meter - John Meischke will take a meter reading when the ground has dried up.

Action: J. Meischke

- PAT testing – D. P. Electrics have completed the annual PAT testing of the Community Hall items as well as the Parish Council office equipment housed at the Clerk's address. This year the PAT testing also included hirers items stored in the hall. Specifically Bounce and Lunch Club items. As suggested by John Meischke, Parish Councillors agreed to charge hirers £3 plus VAT per PAT tested item. The Clerk to invoice both Bounce and the Lunch Club and copy them with the PAT testing results.

Action: J Allsop

- Community Hall gutters – Cllr Lewis said that during heavy rainfall, the water comes down very fast on the overlay roofs and often missed the gutters altogether, as they appear to be too small for purpose. He asked Parish Councillors to inform him if they see this happening.

Action: Trustees

- CCTV repairs - Parish Councillors discussed the pros and cons of repairing the broken CCTV equipment together with the cost involved. Parish Councillors agreed to give the Community Hall Trustees ownership to resolve the CCTV system.

Action: Trustees

- Vision for the future – the Community Hall Trustees will, at their next meeting, discuss their vision for the future of the hall and outline a 10- and 20-year vision. Agenda: Trustees
- Toilet door – The Trustees are looking into obtaining a metal vandal resistant door for the outside toilet.