

A Report of the Parish Hall Committee to the Parish Council

The Committee met at 8.48 pm on **Monday 21st September 2009** in Committee Room 1 at the Parish Hall in Great Baddow. Councillor Mrs D Ronaldson chaired the meeting.

Present: Councillors Mrs D Ronaldson, Mrs V Sadowsky, Mrs M Miller, Mrs C Shaw, B Heelis and Mrs A Martin

In attendance: Cllr G Jarvis
Clerk of the Council and Assistant Clerk

350/08 Apologies for Absence

Apologies for absence were received from Cllrs S Russell and A Sosin

351/08 Declarations of Interests

There were no declarations of interests.

352/08 Public Question Time

There were no members of the public present

353/08 Minutes - The minutes of the last meeting held on 30th March 2009 were signed as a true record by Cllr Mrs D Ronaldson with the following amendment: Item 674/09: first line, the word 'Unit' to be deleted and replaced by 'Audit'.

354/08 Clerk's Report

There was no written Clerks report as the matters for updating were on the agenda.

355/08 Review of Hall hiring numbers

A report prepared by the Assistant Clerk was circulated prior to the meeting showing that the Hall continues to be well used by both regular hirers and individual function hirers. The only cancellation has been the U3A Ballroom Dancing class, which was unable to attract sufficient numbers to continue. Two new fitness classes are starting this autumn, these are a dance class on Friday evening and a movement to music class for the over 60's on Wednesday morning.

356/08 Parish Hall Maintenance Issues

- Chelmsford Borough Council has now advised that before any double glazing can be installed at the back of the building it will be necessary for plans to be submitted to Building Control, as the work is being undertaken in commercial premises. The Clerk will clarify the exact requirements and costs.
- Additional fire detectors have now been installed in the stage loft and the two upstairs storage rooms.
- There have been several instances recently of unauthorised use of the emergency doors during a function or class. This has resulted in disturbance for the neighbours and additional call outs for the caretaker. Cllr Mrs D Ronaldson proposed the use of inexpensive door security straps that aim to deter unauthorised use but can be broken in an emergency. It was proposed by Cllr Mrs D Ronaldson and seconded by Cllr B Heelis that the straps should be purchased. There was also some discussion as to whether a penalty charge should be incurred by any user breaking the strap in a non emergency situation but no decision was taken.
- It was agreed at the previous meeting that the quotation of £4343 (as updated) for the replacement of 21 radiators in the Parish Hall building,

with the resultant alteration of any pipework, should be proposed for inclusion in the budget.

357/08 Fire Risk Assessment

The Clerk reported that she had met with David Saddington from Theatre at Baddow and they have agreed to reorganise and clear the loft space by the end of the year. The requirement for a second exit remained problematical and it was agreed that the Clerk would contact the fire safety officer for advice.

358/08 Budget

The Clerk circulated copies of the year to date budget spending. It was noted that the figure for general maintenance expenditure was high, due particularly to the refurbishment of the hall floor and doors and repairs to the roof. The report was noted.

The Clerk introduced the draft budget for 2010/2011 and drew attention to the following items:

- Salaries have not been increased, as the amount budgeted for the current year is expected to cover next year as well
- The pension figure will be reviewed, as the employer's contributions are due to increase
- The figures for business rates and trade refuse will require a percentage rise once Chelmsford Borough Council have set the rates. Cllr A Sosin will be asked to advise on possible levels of increase before the November budget meeting.
- The budget for electrical testing has been reduced, based on the figure for actual spend last year.
- The budget for replacement mats has been reduced following the change to a new provider.

It was also recommended that provision should be made in the budget for the replacement radiators and the construction of a second loft exit, as discussed earlier on the agenda. The Clerk informed the meeting that the kitchen flooring was now very old and dirty, and needed replacing, and that redecoration was also required in several areas of the building. It was agreed that redecoration should proceed on a staged basis and that initial priority should be given to the offices and corridors.

The draft budget, with the addition of the items mentioned above, was agreed for presentation to the Finance and General Purposes Committee. The Clerk will obtain any necessary quotations for the additional items. Proposed by Cllr Mrs D Ronaldson and seconded by Cllr Mrs V Sadowsky.

359/08 Matters for Information

- Cllr Mrs C Shaw reminded those present about the Youth Council meeting on Tuesday 22nd September 2009 at 4.30pm in the Bell Centre.
- Cllr Mrs M Miller informed the meeting of the Children's Centres Drop In Day at Hylands House on 5th October 2009.
- Cllr Mrs A Martin informed the meeting that she had displayed posters advertising the Youth Council meeting in all the local senior schools and the youth centre at the Church.

There being no further business the meeting was closed at 9.45 pm

Signed..... Chairman Date.....