

A Report of the Parish Hall Committee to the Parish Council

The Committee met at 8.00 pm on **Monday 29th March 2010** 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, A Sosin, S Russell, B Heelis and Mrs A Martin

In attendance: Clerk of the Council and Assistant Clerk

733/09 Apologies for Absence

There were no apologies for absence.

734/09 Declarations of Interests

There were no declarations of interests.

735/09 Public Question Time

There were no members of the public present

736/09 Minutes - The minutes of the last meeting held on 21st September 2009 were signed as a true record by Cllr Mrs D Ronaldson. Proposed by Cllr Mrs D Ronaldson and seconded by Cllr Mrs M Miller.

737/09 Clerk's Report

There was no written Clerks report as the matters for updating were on the agenda. The Clerk circulated an updated Income and Expenditure report and this was noted. Cllr A Sosin drew attention to the figures brought forward from last year for projects such as the door access system and it was noted that a final payment was still to be made to Kaba doors, as it has been noticed that the paint is flaking from one of the door handles.

The Clerk informed the meeting of the death of Michael Pratt, the Parish Hall handyman, and of the funeral arrangements. It was also noted that Sam Cook had been undertaking this work since January 2010 and would continue to do so until other arrangements could be made.

738/09 Review of Hall hiring numbers

A report prepared by the Assistant Clerk was circulated prior to the meeting showing that the Hall was fully booked up to December last year but then saw a reduction in function hires during December 2009 and January 2010. In addition, Centre Stage Academy cancelled both their weekly bookings at the end of December due to falling class numbers, and the Tuesday Tai Chi class is finishing at the end of March. The advance function bookings for the next three months are good.

739/09 Parish Hall Maintenance Issues

- The Clerk will contact Chelmsford Borough Council with regard to the proposed double glazing at the rear of the hall and the replacement of one window with a door. It may 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 to enable work to proceed on this matter as a priority project.
- The Clerk confirmed that additional fire detectors have now been installed in the stage loft and the two upstairs storage rooms.
- The Clerk informed the meeting that following the installation of security straps on the emergency doors in the Parish Hall, a complaint was made to the Great Baddow Fire Station by a hall user. Two fire officers visited the Hall, and were reassured that the straps were a preventative measure

to avoid non emergency use of the doors and that they would break in the case of an emergency. The Fire Officers said that a notice should be placed on the doors to reassure hall hirers that the emergency doors are working normally and the Clerk confirmed that this has been done. There was also a further discussion as to whether a penalty charge should be made for non emergency use of the doors and it was agreed that this matter should be referred to the Finance and General Purposes Committee.

- It was agreed that the replacement of the radiators in the Parish Hall should be considered at the September meeting as part of the budget discussions for 2011-2012. Cllr A Sosin reminded the meeting that the resultant alteration of any pipework should also be included as part of the cost.
- The proposed outer door to the Clerk's office had already been discussed earlier on the agenda as part of the update on the double glazing.
- The Clerk will progress the matter of new flooring for the Parish Hall kitchen as funds are available in the budget for this project.
- The Clerk reported that a roofing contractor has now made two visits to the Parish Hall to fix the leak but has so far been unable to do so. Due to the shape of the roof it is very difficult to find the source of the problem and despite a number of repairs having been made it has not been resolved. Cllr B Heelis recommended a local roofing contractor and will contact the Clerk with further details.

740/09 Fire Risk Assessment

The Clerk reported that she would be arranging a further meeting with David Saddington from Theatre at Baddow to discuss the progress that had been made on reorganising the loft area and the possible replacement of the stairs used to access the area. The requirement for a second exit remained problematical and it was agreed that the Clerk would contact the fire safety officer for advice.

741/09 Matters for Information

- Cllr Mrs C Shaw reported that at a local Community Action Group there was some discussion of a possible revival of the May Fayre.
- Cllr A Sosin provided an update on Highways works in the Great Baddow area. The Beehive Lane (Honey Close) crossing has been completed but the Duffield Road crossing and Beehive Lane Bus Shelter are not yet in place.
- Cllr Mrs M Miller reported that she had received an email from Norman Hume at Essex County Council, confirming that the County had received £2.1 million in the recent budget to repair the roads. Cllr Mrs M Miller also gave the Clerk a copy of the provisional list of road resurfacing schemes for next year and this will be circulated to all members.
- Cllr B Heelis reported that both a kebab van and a car for sale are now parking at the junction of Sandford Mill Lane and Maldon Road. Cllr Mrs C Shaw suggested that photographs could be taken of any cars causing an obstruction and forwarded to the Police. The Clerk had also driven past the van on a Saturday evening and noted that customers' vehicles were blocking one lane of the entrance/exit to Sandford Mill Lane. This will be reported to the local police and to Highways.
- The Clerk informed the meeting that a recycling box for household batteries was now available in the Parish Hall foyer.
- Cllr Mrs D Ronaldson informed the Clerk of transport arrangements for those travelling to the Mayor's reception on 12th April.

It was resolved under the Public Bodies (Admission to Meetings) A1960 to close the meeting to the public and press for the following item.

742/09 Parish Hall Cleaner

The Clerk reported that an appointment has been made to the position of part time Parish Hall Cleaner from 22nd February 2010 on SCP6.

There being no further business the meeting was closed at 9.05 pm

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