

## **A Report of the Parish Hall Committee to the Parish Council**

The Committee met at 8.38 pm on **Monday 30<sup>th</sup> March 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, S Bass, Mrs M Miller, Mrs C Shaw and A Sosin

In attendance: Clerk of the Council and Assistant Clerk

### **666/08 Apologies for Absence**

Apologies for absence were received from Cllrs S Russell and Mrs A Martin.

### **667/08 Declarations of Interests**

There were no declarations of interests

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There were no members of the public present

**669/08 Minutes** - The minutes of the last meeting held on 29<sup>th</sup> September 2008 were signed as a true record by Cllr Mrs D Ronaldson. Proposed by Cllr Mrs D Ronaldson and seconded by Cllr Mrs V Sadowsky.

### **670/08 Clerk's Report**

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

The Clerk circulated a copy of the current budget for 2008/09 and the proposed budget for 2009/2010. It was noted that the heating costs for the last quarter were high although the units consumed are in line with the previous years usage. The Clerk will query this with the supplier. General Maintenance costs were also high due to the replacement cooker and fridge purchased for the kitchen, and the renewal of disintegrating work surfaces. Income from the hire of the hall in the current year is good.

### **671/08 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. A new Ballroom Dancing class is now taking place on Thursdays and a number of regular hirers are now using the Hall for their fund raising events.

### **672/08 Parish Hall Maintenance Issues**

- A schedule of work has now been completed for the installation of the new security doors at the front of the Hall. The Parish Council office will be closed to visitors from 11<sup>th</sup> – 15<sup>th</sup> May to enable the old doors to be removed and a new floor to be laid. The new doors will be installed on 18<sup>th</sup> May and new flooring will be laid on 23<sup>rd</sup> – 24<sup>th</sup> May.
- It was agreed that the new safety flooring in the ladies and gents toilets should be 'Grampian' which will match that already in place in the disabled toilet. In the foyer, corridor and office it was agreed to use 'Mint Crest'.
- The installation of double-glazing at the rear of the building has not yet been arranged and this will be progressed once the work on the doors has been completed.
- A quotation was circulated prior to the meeting for the renovation of the exterior Hall doors that are now in poor condition due to the effects of weather and constant use. It is proposed to install new handles and a stainless steel cover plate to reduce the indentations made by swinging

keys. It was agreed that the quotation should be accepted, and the costs should be set against the general maintenance budget. Proposed by Cllr Mrs D Ronaldson and seconded by Cllr Mrs C Shaw.

- A quotation was circulated prior to the meeting for repair work to be carried out to the roof of the main hall. A large number of tiles are missing or broken, and areas of lead flashing or cement are in need of repair. This is resulting in damage to the walls and wooden floor of the hall as leaks are now occurring during wet periods. It was agreed to accept the quotation, with the costs being met from the contingency fund. Proposed by Cllr Mrs M Miller and seconded by Cllr Mrs C Shaw.
- A quotation from Anglia Heating was circulated prior to the meeting for the replacement of the radiators in the Parish Hall. This was noted and will go forward for consideration in next years budget.

**673/08 Fire Risk Assessment**

The Clerk reported that Theatre at Baddow have now drawn up a risk assessment and are forwarding a copy to the office. A meeting will then be arranged to discuss any work that is required. Insulation of the loft stage door will be considered once the work has been completed. Smoke detectors have now been fitted in the stage loft and the two upstairs rooms. All other work identified in the assessment has now been carried out.

**674/08 Energy Audit Update**

The majority of the items identified for action in the Energy Unit have now been completed. The security doors will be in place at the end of May and the double-glazing will be progressed at that time.

**675/08 Matters for Information**

Cllr Mrs C Shaw requested an item on the next Finance and General Purposes agenda to confirm the arrangements for the Village Conference.

There being no further business the meeting was closed at 9.25 pm

Signed..... Chairman      Date.....