

A Report of the Parish Hall Committee to the Parish Council

The Committee met at 8.30pm on **Monday 28th September 2015** in Committee Room 1 at the Parish Hall in Great Baddow. Councillor Mrs V Sadowsky chaired the meeting.

Present: Councillors Mrs V Sadowsky, Mrs D Ronaldson, Mrs M Miller, and Mrs C Shaw

In attendance: The Clerk of the Council and the Assistant Clerk

359/15 Apologies for Absence

Apologies for absence were received from Cllrs Mrs J Sosin, Mrs V Chiswell and K Liley

360/15 Declarations of Interests

There were no declarations of Disclosable Pecuniary Interests, Other Pecuniary Interests or Registerable Non Pecuniary Interests.

361/15 Minutes

The minutes of the last meeting held on 2nd March 2015 were signed as a true record by Cllr Mrs V Sadowsky. Proposed by Cllr Mrs V Sadowsky and seconded by Cllr Mrs D Ronaldson.

362/15 Public Question Time

There were no members of the public present

363/15 Clerk's Report

1. Insulation in the ceiling/roof of the main hall

The Clerk informed the meeting that no further complaints have been received in the past year about the temperature in the main hall. It was agreed that the matter should be kept under review, and consideration given to making budget provision in the future to insulate the roof space, if this proves to be necessary. Cllr Mrs D Ronaldson enquired whether any outside agencies could provide assistance and the Clerk confirmed that the RCCE had already undertaken an energy audit of the premises and their proposals had been implemented.

364/15 Update on Hall Hiring Numbers

A report prepared by the Assistant Clerk was circulated prior to the meeting. Over the summer months the number of function hirers using the Hall has been low but there is an improvement over the coming three months running up to Christmas. Two martial arts classes have cancelled their evening hires due to low attendance figures, and it was agreed that publicity should be drawn up to attract new hirers. There are some problems associated with the hire of the hall on Monday evenings due to the regular bookings by Theatre at Baddow, for rehearsal and performance, which does restrict availability for a weekly hirer.

365/15 Parish Hall Maintenance Issues

1. Update on the leak in the flat roof of the main hall

The handyman has kept the area monitored, and there have been no further reports of water leaking from the flat roof area of the hall onto the floor.

2. Update on the corridor and bar flooring

The new corridor and bar flooring was completed between 15th and 21st August 2015.

3. Update on the mat in the bar

The mat in the bar is now part of the regular schedule and is changed every fortnight, along with the other mats in the building.

4. Update on the outside redecoration

The outside redecoration was completed in May 2015. This included some additional repairs to the woodwork. The wall at the front of the garden had not been included in the work and it was agreed that budget provision should be made for this wall to be repaired and painted.

5. Fire Risk Assessment in the loft area

Inspections were carried out in May 2015, following the TAB production and will be done again following the current production.

6. Water Urn in the Kitchen

A new water urn has been purchased for the Parish Hall kitchen as the old one developed a fault and could not be repaired.

366/15Budget

1. To review the Budget Spending for 2015/2016

The Clerk introduced a review of the budget spending to date for 2015/2016 and it was agreed that the expenditure was in line with the budget in most areas and the only concern was the Trade Refuse Budget which will be overspent.

2. To consider the draft Budget for 2016/2017

The Clerk introduced the draft budget, and outlined several areas where the budget has been increased in line with inflation or in line with information from Cllr A Sosin on the percentage increases expected to be applied at Chelmsford City Council.

There was some discussion of the proposed increase of 2% in the hall hire income budget and it was agreed that this increase should be included as additional publicity will be arranged to promote the hall and the appointment of a weekend caretaker will increase the use of the hall. The office has recently been receiving enquires about hire of the hall on a Sunday on a regular basis.

The following projects were discussed for inclusion in the 2016/2017 budget:

- Redesign of CR2/kitchen to accommodate a washing machine.
- Inside decoration of the Hall and Committee Room 1
- Painting the outside wall
- Cleaning the carpet tiles in the office and Committee Room 1

The Clerk will contact Limeridge Ltd, who carried out the work on the external decoration, to request a quotation for the inside decoration and the outside wall.

It was agreed that the budget, with the addition of the projects outlined above, should be recommended to the Finance and General Purposes Committee.

367/15Matters for Information

There were no matters for information.

There being no further business the meeting was closed at 9.13pm

Signed..... Chairman

Date.....