

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

The Committee met at 8.30pm on **Monday 15<sup>th</sup> September 2014** 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 J Sosin, K Liley, Mrs M Miller, T Miller, and Mrs C Shaw

In attendance: The Assistant Clerk of the Council

### **324/14 Apologies for Absence**

Apologies for absence were received from Cllr T Hatcher.

### **325/14 Declarations of Interests**

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

### **326/14 Public Question Time**

There were no members of the public present

**327/14 Minutes** - The minutes of the last meeting held on 24<sup>th</sup> February 2014 were signed as a true record by Cllr Mrs V Sadowsky. Proposed by Cllr Mrs V Sadowsky and seconded by Cllr Mrs D Ronaldson.

### **328/14 Clerk's Report**

There was no written Clerk's report as the matters for updating are on the agenda.

### **329/14 Update on Hall hiring numbers**

A report prepared by the Assistant Clerk was circulated prior to the meeting. Over the past six months the number of function hirers using the Hall has been variable with an average of one per month during the spring, and three per month in July and August. In the six months ahead, the average remains at less than 50% which is much lower than usual at this time of year. One regular hirer has cancelled their booking for weekly dance classes due to insufficient numbers, but the bookings from all other regular hirers continue to be good. Enquiries are being received for hire on a Sunday, and the advertisement for a weekend caretaker will be placed as soon as possible.

### **330/14 Parish Hall Maintenance Issues**

It was agreed that, in the absence of the Clerk, an update should be made to the next Council meeting on the following maintenance issues, to enable consideration to be given to the inclusion of any necessary funding in the budget discussions:

- Lack of insulation in the ceiling/roof of the main hall and the attendant problem of heating the space
- Update on the quotations for the outside re-decoration
- Update on the Fire Risk Assessment – Loft Area

### **331/14 WI Banner**

Cllr Mrs J Sosin reported that she was storing the banner temporarily whilst the WI arranged visits to the Oaklands Museum and the Warner Textile Archive to discuss future arrangements for display and/or storage. Photographs of the banner, taken at the photography exhibition held in the Parish Hall a few weeks ago, will be assessed to see if there is one of sufficient quality to be enlarged for display purposes.

Cllr Mrs J Sosin reported that no final decision had yet been made about the distribution or display of the photographs from the exhibition. The groups and

individuals who form the subjects of the photographs will be contacted and offered their pictures, before consideration is given to any other options.

### 332/14 **Budget**

#### **To review the Budget Spending for 2014/2015**

The Clerk had circulated a copy of the expenditure to date for 2014/2015 prior to the meeting, and it was agreed that the expenditure was in line with the budget in most areas, and there were no concerns.

#### **To consider the draft Budget for 2015/2016**

Cllr Mrs V Sadowsky 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 existing projects outlined by the Clerk in her report that remain outstanding at the Parish Hall, and have been included within current budgets.

The following projects are already included in the ring fenced monies carried forward from 2012/13

- Outside redecoration £4000
- Replacement of radiators £3000.

The following projects, considered last year, were included in the Council Projects budget for 2014/15 and allocated a total of £4500.

- Redesign of CR2/kitchen to accommodate a washing machine.
- Changes to audio system, primarily to accommodate Theatre at Baddow
- Interior decoration of the Hall and Committee Room 1.

In addition, the Clerk had reported the deteriorating condition of the flooring in the foyer, corridor and office, where large patches of the floor are now lifting. This would be a major project as it would be necessary to take up the existing floor covering along with the old tiles and seal the floor before installing a new floor covering. It was agreed that a quotation should be obtained for this work, and that it would be cost effective to include the bar flooring which also requires replacement.

It was agreed that the budget, with the existing projects outlined above, and the addition of the replacement flooring, should be recommended to the Finance and General Purposes Committee. Proposed by Cllr Mrs C Shaw and seconded by Cllr Mrs J Sosin.

### 333/14 **Matters for Information**

- Cllr Mrs D Ronaldson reported that there was a large amount of vegetation overhanging the path at the side of the Parish Hall. The handyman will be asked to clear this.

There being no further business the meeting was closed at 9.10 pm

Signed..... Chairman      Date.....