

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

The Committee met at 8.45pm on **Monday 19<sup>th</sup> September 2016** 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, Mrs V Chiswell, Mrs S Young (substituting for Mrs C Shaw) and T Miller (substituting for Mrs J Sosin).

In attendance: The Clerk of the Council and the <sup>Deputy</sup> Assistant Clerk  
Cllr K Ronaldson 

### **350/16 Apologies for Absence**

Apologies for absence were received from Cllrs Mrs J Sosin, Mrs C Shaw, J Fuller and K Liley

### **351/16 Declarations of Interests**

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

### **352/16 Minutes**

The minutes of the last meeting held on 22<sup>nd</sup> February 2016 were signed as a true record by Cllr Mrs V Sadowsky. Proposed by Cllr Mrs V Sadowsky and seconded by Cllr Mrs D Ronaldson.


### **353/16 Public Question Time**

There were no members of the public present

### **354/16 Clerk's Report**

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

### **355/16 Update on Hall hiring numbers**

A report prepared by the <sup>Deputy</sup> Assistant Clerk was circulated prior to the meeting. Over the summer months there has been an average of two function hires per month in the Parish Hall, and this average is continuing in the coming three months running up to Christmas. Two new hirers have started weekly classes in the hall, and these are a children's drama class on Monday afternoon and an exercise class on Wednesday evening. 

### **356/16 Parish Hall Maintenance Issues**

#### **1. Update on the Main Hall and CR1 redecoration, and the outside wall**

The Clerk confirmed that the redecoration of the internal areas will take place in the week commencing 31<sup>st</sup> October 2016, and the external areas will be completed two weeks earlier. As requested at the last meeting, the Handyman was asked to install a shelf over the radiators in CR1 but this may not be possible due to the dado rail running behind the radiators. It has also been agreed that the decorator will look at the lower side ceiling in the hall when he comes on 11<sup>th</sup> October 2016.

#### **2. Fire Risk Assessment in the loft area**

The Handyman will carry out another inspection in the loft area following the Theatre at Baddow production at the beginning of October. The Clerk will contact Flameguard, who provide and check the Parish Council's fire safety equipment, to enquire whether any additional provision is needed in this area.

357/16 **Budget**

**To review the Budget Spending for 2016/2017**

The Clerk introduced a review of the budget spending to date for 2016/2017 and it was agreed that the expenditure was in line with the budget in most areas. The budget for electrical inspections has been overspent due to a change in electrical contractor, and a number of unexpected problems being identified that required additional work or replacement.

**To consider the draft Budget for ~~2016/2017~~ 2017-2018**

*JS*

The Clerk introduced the draft budget, and outlined several areas where the budget has been increased in line with inflation. The budget for licences has been decreased to reflect changes in the calculation for the PRS licence and information that a PPL licence is not required as hirers will be meeting this cost themselves and there is no music being played in the offices.

The following projects were discussed for inclusion in the 2017/2018 budget:

- Cleaning the carpet tiles in the office, the hall ramp and CR1 (Approximately £800).
- Scrub and seal the floor in the main hall (Approximately £1000).
- Redecoration of other areas of the Parish Hall, including the office, toilets, corridor and back stage areas. Quotations to be obtained.
- Redesign of CR2/kitchen to accommodate a washing machine.

It was agreed that this budget, with the addition of the projects outlines above, should go forward to the Finance and General Purposes Committee as the recommendation of the Parish Hall Committee. Proposed by Cllr Mrs V Sadowsky and seconded by Cllr Mrs V Chiswell.

358/16 **Matters for Information**

- Cllr Mrs V Chiswell reported that a number of lights were not working in the Maldon Road, Molrams Lane, Sandford Mill Road area. The Clerk will check on the Essex County Council map to see if these have already been reported.
- Cllr Mrs D Ronaldson reported that a light is not working on the roundabout by the fire station.
- The Clerk reported that Cllr Mrs J Sosin is unable to attend the Larger Local Councils Forum on 12<sup>th</sup> October 2016 and enquired whether any other councillor would be available. Anyone wishing to go should contact the office.

There being no further business the meeting was closed at 9.32pm

Signed..... *J E Sosin* ..... Chairman

Date..... *10th October 2016* .....