

A Report of the Parish Hall Committee to the Parish Council

The Committee met at 8.37pm on **Monday 18th September 2017** in Committee Room 1 at the Parish Hall in Great Baddow. Councillor Mrs V Chiswell chaired the meeting.

Present: Councillors Mrs V Chiswell, Mrs V Sadowsky, K Liley, Mrs C Shaw, Mrs M Miller, T Miller and Mrs S Young

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

334/17 Apologies for Absence

Apologies for absence were received from Cllr Mrs D Ronaldson, who had substituted Cllr T Miller, Cllr Mrs J Sosin who had substituted Cllr Mrs S Young, and Cllr J Fuller.

335/17 Declarations of Interests

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

336/17 Minutes

The minutes of the last meeting held on 27th February 2017 were signed as a true record by Cllr Mrs V Chiswell. Proposed by Cllr Mrs V Chiswell and seconded by Cllr Mrs C Shaw.

337/17 Public Question Time

There were no members of the public present

338/17 Clerk's Report

1. Parish Hall – Automatic Inner Door

The Clerk reported that the engineers from Geze came to site on 12th June 2017 to replace the automatic mechanism on the inside door, but unfortunately they had brought the wrong part and could not fit it. They returned to carry out the work on 17th July 2017. They were called back a week later because the door was catching. The lock mechanism on the non-automatic door was disabled and the door appeared to be functioning correctly. The engineers were called again on 1st September 2017 due to the automatic door mechanism failing. They attended on 4th September 2017 and said that the mechanism had been damaged by members of the public forcing the door open and closed. The mechanism was repaired and a notice has now been placed on the door, reminding people not to pull or push the door. It was noted that the speed at which the door opens has been slightly increased. The Clerk suggested that, for a trial period, the door could be switched to 'open' during public functions to accommodate the larger numbers using the entrance and to prevent manual intervention.

2. Hall Bookings for Functions

In July 2016, a person attending a function at Broomfield Village Hall was involved in an incident and subsequently died. This was reported to the Council by Cllr Keith Ronaldson. Broomfield Parish Council have now confirmed that no further action was taken by the hall about changing or amending their booking conditions. It was agreed that the hall had been hired for a private function, at which there was an incident between some of the guests, which unfortunately got out of hand. It was decided that this had been an unforeseen incident and that there were no changes that could be made to prevent such an incident happening in the future.

3. Theatre at Baddow – Arrangements in Loft Area

Cllr Mrs C Shaw enquired whether Theatre at Baddow were keeping the loft area tidy and free of any obstructions in the access areas. The Clerk replied that periodic checks were being carried out after the productions, and any problem areas were reported to TAB, for action to be taken. TAB is aware of the need to reduce the amount of props stored in the loft area, as it is now difficult to store them safely.

339/17 Update on Hall hiring numbers

A report prepared by the Deputy 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. In addition, the hall has been hired for two elections, two public exhibitions and two theatre workshops. There has been very little change to the schedule of regular hirers using the hall over the past six months.

340/17 Parish Hall Maintenance Issues

1. Parish Hall Front Wall and Access Ramp

Further to the matter raised at the Council meeting on Monday 11th September 2017, the Clerk contacted the insurers about the Heras fencing that was erected at the front of the Parish Hall, following the road accident on 3rd August 2017. As no reply was received, the insurance company was telephoned on 15th September 2017. The insurer confirmed that ECC Highways is responsible for the fencing because they erected it. The insurance company has contacted ECC Highways about the Council's concerns about the deteriorating state of the fencing and they are awaiting a reply.

The Clerk had also been informed that an update on the current progress of the claim should be received on Monday but nothing has been received.

2. Replacement Floor Covering

The floor covering in the office areas, the ramp in the hall and Committee Room 1 has been discussed on a number of occasions in the past. The most recent time was last September when the budget was being discussed. Unfortunately, it was agreed not to allow anything in the budget for the cleaning of these surfaces. The floors have only been cleaned properly once in 17 years and usually are just vacuumed. The floor coverings are now wearing and consideration should be given to replacing them.

3. Redecoration of Outside of Hall

The agenda unfortunately stated that this item was to consider the other areas but it has since been confirmed that this year's budget included a sum of money for that re-decoration. On the schedule, the next area to consider is the outside of the building, which was last painted in May/June 2015. It was agreed in principle that money should be budgeted for the redecoration of the outside of the Parish Hall.

341/17 Budget

1. To review the Budget Spending for 2017/2018

The Clerk introduced a review of the budget spending to date for 2017/2018 and confirmed that there were no areas of immediate concern. It was agreed that the expenditure was running in line with the budget in most areas.

2. To consider the draft Budget for 2018/2019

The Clerk introduced the draft budget, and outlined several areas where the budget has been increased in line with inflation.

The following project was discussed for inclusion in the 2018/2019 budget:

- Replacement of the carpet tiles in the office, the hall ramp and CR1. It was agreed that the Clerk should obtain quotations for this work.

It was agreed that this budget, with the addition of the project outlined above, should go forward to the Finance and General Purposes Committee in November 2017 as the recommendation of the Parish Hall Committee.

342/17Matters for Information

- Cllr K Liley reported that he had witnessed a police incident in Tyrells Way, where the police had chased, and subsequently caught, the rider of a bicycle who had later abandoned the bike and ran behind the gardens in Tyrells Way.
- Cllr Mrs C Shaw reported that she had received a message on her telephone last Friday concerning problems in New Road.
- Cllr Mrs C Shaw informed the meeting that she had attended a demonstration by parents of Baddow Hall School, who are requesting a crossing on Church Street.
- Cllr K Liley enquired about the level of reserves that should be held by the Parish Council and the Clerk replied that for General Reserves it is expected to be between half and the full amount of the Council's precept. Earmarked Reserves can be at any level.

There being no further business the meeting was closed at 9.17pm

Signed.....*J S Si*..... Chairman

Date...*9/11 October 2017*.....