

A Report of the Parish Hall Committee to the Parish Council

The Committee met at 8.00 pm on **Monday 27th February 2017** in Committee Room 1 at the Parish Hall in Great Baddow.

In the absence of the Chairman and Vice Chairman of the Committee, it was proposed by Cllr Mrs C Shaw, and seconded by Cllr Mrs M Miller, that Councillor Mrs J Sosin should chair the meeting. This was agreed.

Present: Councillors Mrs J Sosin, Mrs C Shaw, Mrs M Miller, K Liley, Mrs V Chiswell, and T Miller

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

712/16 Apologies for Absence

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

713/16 Declarations of Interests

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

714/16 Minutes

The minutes of the last meeting held on 19th September 2016 were signed as a true record by Cllr Mrs J Sosin with the following amendments:

In the line headed 'In Attendance': the word 'Assistant' to be deleted and replaced by 'Deputy'; Item 355//16, first line, the word 'Assistant' to be deleted and replaced by 'Deputy'; Item 357/16 the heading 'Draft budget for 2016/2017' to be deleted and replaced by 'Draft budget for 2017/2018'.

Proposed by Cllr Mrs V Chiswell and seconded by Cllr Mrs M Miller.

715/16 Public Question Time

There were no members of the public present

716/16 Clerk's Report

Front Entrance Doors

The Clerk reported that the front wooden door had been repaired on Monday 20th February 2017, when a new spring had been installed in the floor. The engineers had done a very good job with very little inconvenience caused to the council staff or hirers. Three days later, during a period of very high winds, the door had been damaged again when it was caught in a strong gust which caused the area of a previous repair to split, and the door to break away from the bottom hinge. A temporary repair has been carried out and a quotation has been requested for a new door. Fortunately, no-one attending the building was injured.

Cllr K Liley enquired whether an insurance claim could be made, and the Clerk replied that she would investigate this but it may not be possible as the door was already damaged and had been repaired on a previous occasion. Arrangements will now be made for the contractors to return to repair the inner automatic door, which is currently faulty and requires manual operation.

717/16 Update on Hall hiring numbers

A report prepared by the Deputy Clerk was circulated prior to the meeting. Over the past six 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. A larger than average number of enquiries has been received in the office in the past few weeks due to the closure of the Springhealth Fitness Centre attached to Moulsham School, which has left many exercise and dance classes in need of a new venue. Unfortunately, it has not been possible to accommodate most of the groups, as they meet in the morning when there is very little availability in the Parish Hall. A booking has been taken from Elite Dancing, for a hire on Wednesday evening.

718/16 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 Main Hall and CR1 was carried out in late October/early November 2016, and the external areas, comprising the outside wall and railings, were completed two weeks earlier. Cllr K Liley noted that it had not been possible to install a shelf over the radiators in CR1 as brackets could not be attached to the wall, due to the dado rail running behind the radiators. It was agreed that it would not be safe to install a shelf that is attached to the radiator itself, as this could be too easily dislodged by a hirer.

The Clerk confirmed that the Administrative Assistant will be contacting the builder to arrange for the work to be carried out to the wall in the bar area.

2. Fire Risk Assessment in the loft area

The Handyman has carried out an inspection in the loft area following the Theatre at Baddow production at the end of January 2017. The corridor was found to be clear for the length of the loft space, but some props had been left in front of the water tanks. The Deputy Clerk will write to Theatre at Baddow to ask for these to be cleared.

719/16 Matters for Information

- Cllr Mrs M Miller reported that she had read an article about water management problems in another hall. The Clerk confirmed that Clearwater will be asked to carry out the work in the Parish Hall that was identified in a recent water management survey.
- Cllr Mrs M Miller requested an update on the water leak in the Recreation Ground Access Road. The Clerk confirmed that the repair had been carried out, and the water companies would be contacted with regard to the billing for the period of the leak. In answer to a question, the Clerk confirmed that the Community Association pays 50% of the water and sewerage bills but that the Bowling Club does not contribute.

The shower in the Recreation Ground office has been decommissioned but further problems have been identified with the water system in both the Recreation Ground office and the changing rooms and a plumber has been contacted.

There being no further business the meeting was closed at 8.50 pm

Signed..... *J S Siv* Chairman

Date..... *13th March 2017*