

## **Wickhambrook Memorial Social Centre**

### **Minutes of the Trustees' meeting on 4<sup>th</sup> February 2008 in the Pavilion lounge**

#### **Trustees present**

Patrick Colvill, Margaret Colvill, David Turner, Gladys Alexander, Michael Medcalf, Roz Clarry, Snowy Addison, Steve Taylor.

**Apologies received from** Esme Jolland, Averill Smith-Young.

**Member of the public present** Linda Newell (Wickhambrook Charity Fundraisers)

#### **Minutes of the previous meetings**

The Minutes of the previous Trustees meeting (3<sup>rd</sup> December 2007) were distributed at the meeting and, following a careful review, were approved. Matters arising were held over to later in the meeting.

#### **Chairman's Report**

The Chairman reported:

1. That the Bar Room upgrade was complete with the exception of the curtains, which are on order, and the bar canopy which is due for renovation soon.
2. The floor tiles need replacing. However, as the tiles contain asbestos, which requires expensive specialist removal, it would be easier, cheaper and probably more effective to cover the tiles with a modern surface.
3. The floor insulation in the Pavilion lounge had been unsatisfactory, causing the carpet tiles to lift. It is to be removed and may not be replaced.
4. There has been a visit from an Allianz Insurance inspector. A number of changes are required arising partly from changes in legislation and the insurance company's terms.

#### **Treasurer's Report**

The detailed report is attached to the file copy of these Minutes. The essential points are:

1. The finances are sound and improving such that we can continue to undertake improvements to the hall in line with the approved project list.
2. The overall total in liquid assets is £36,000. With the very latest hire income forwarded to the Treasurer this figure rises to £39,000, but this will only be apparent in the next financial report to the Trustees.

In a side conversation it was noted that the contribution to the finances due to the Centre Café operation is in large part due to the generosity of Una Webb. This has been noted in previous Minutes, but it was felt that special mention should be made again to express thanks to Una on behalf of all those who benefit from the hall.

#### **Booking Manager's Report**

A written report, in note form, was distributed at the meeting. The significant points included:

1. The Environmental Health Officer (Mr Richard Smith) had visited and, by letter, had required upgrading action in two areas in the Main Hall kitchen. One, referring to a table, has been done. The other, referring to the kitchen floor tiles, is to be added to the project list when it has been costed and approved by the Trustees.
2. At that visit the Officer had also detected clear evidence of recent smoking in the Pavilion lounge. He warned that as this was a criminal offence, and therefore a police matter, he could not make any comment in his follow-up letter. The maximum fine for allowing smoking on the premises is £2,000 on conviction. Then on Sunday 6<sup>th</sup> January 2008 there was further and far stronger evidence of smoking in the lounge, and smokers materials were found. With prominent posters displayed throughout the 3<sup>rd</sup> Quarter of 2007, and permanent notices in all areas of the premises, the Trustees have taken all practical steps to uphold the law. However, the evidence of a failure to prevent smoking on the premises is in the licensing authority's hands. Trustees will be informed immediately of any consequences arising from Mr Smith's reporting.
3. There had been a serious case of multiple vandalism in the MSC car park between 11.30pm and midnight on New Year's Eve. It was not known if the police had been informed. There was no negligence on behalf of the hall management and no correspondence or complaint has been received regarding this incident. However, to remind car park users of the dangers of vandalism it was agreed that a sign be put up, to replace an earlier sign, stating that users of the car park do so at their own risk.
4. The Players had been thanked for their maintenance work in January on the Main Hall lighting.
5. The stage sound system is being re-furbished.
6. The new décor in the Bar Room (Club Room) has received complimentary comments from the panto audiences and the public and stall-holders at the recent Farmers Markets.
7. Since Christmas and the panto there has been considerable tidying of the hall, under-stage, the stage itself, the foyer and elsewhere, and most noticeably, the lighting gantries in the Main Hall.

## **Report on project progress**

Work continues as reported to previous meetings.

The priority to improve the kitchen may have to be raised. Some work has been done to clear and clean those storage areas (drawers and cupboards) used by the public. Eight worktops had been acquired at a cost of only £100. This is a bargain and will leave the hall with sufficient stock to offer on eBay and recoup some, possibly all, the purchase price. For the time being the worktops are being stored in Patrick and Margaret's garage. For health reasons Patrick must hold back from much of the DIY work in the coming months. This will have an impact on some areas of planned improvements. However, the next area of major upgrade, the gents toilet, will necessarily be undertaken by contractors. April currently appears to be the time when that work would cause least disruption to the hall hirings.

## **Report on Fete 2008**

The dimensioned field plan has been drawn up showing the area available for events. This is on A3 and will be in use on and from the next Fete 2008 meeting on Wednesday 6<sup>th</sup> February.

Good progress can be reported on the fete plans to date, but it is too early to be specific.

## **Correspondence**

One letter has been received by the acting-Secretary since the last meeting. This, from Environmental Health, has been dealt with above.

The Parish Council has published a Minute from their November meeting stating that the Councillors wonder if the hall "...is aware of its responsibilities." Nothing has been said or sent directly to the MSC management.

## **A.O.B.**

### **Insurance**

Advice, recommendations and requirements, some with mandatory or advisory time scales, arise from a recent visit by an inspector from Allianz Insurance. These were listed by the Chairman.

1. We need to move the wheeled bin 5m away from the building and keep it locked as at present.
2. All electrical equipment on and brought onto the premises must be PAT'd. This is done routinely for MSC equipment. It is the responsibility of the user-clubs to bear the cost of having their equipment tested. Some form of written assurance or indemnity will be necessary in future to protect the Trustees from liability for negligence arising from the use of uncertificated equipment by the regular hirers. PAT certification is also required for disco and other equipment used by casual hirers, but currently there is no documentary support for this.
3. The building electrical installation needs to be tested periodically. This is done routinely. It will be checked that the test certificate is up to date.
4. The alarm system must be brought back into use. This presents organisational, operational and logistical problems which will need to be addressed satisfactorily before the alarm is re-activated. If the alarm is simply 'switched on', it desensitises and even alienates the neighbouring population and thus degrades the hall security. Response to inappropriate (sometimes called 'false') alarms, which can be expected to occur several times each year, call-out rotas, lone worker protection, training for response attendances, back-up contact numbers (if not '999'), noise abatement, evidence of the likely presence of intruders which is acceptable to the police, the dissemination of set/unset codes and access for casual hirers (eg. key-holder accompanied or self accessing) are all areas to be settled before any attempt is made to bring the alarm back into use for overnight or 'quiet hours' monitoring.
5. Every club must have appointed and listed Fire Marshalls. This is a new requirement. At present only the Players have evidence of complying with this. Fire drills may be part of this requirement.
6. Fire and Safety Risk Assessments must be undertaken. Fire Risk Assessments and Safety Risk Assessments were done for both the building and the field in April 2007. They are due for review in April 2008. The assessments are backed up by weekly Safety and Maintenance inspections.
7. Fire Alarm Testing. Equipment tests and inspections are done and logged at approximately monthly intervals. The MSC tests/inspections include extinguishers, call points (break-glass points), bells, fire exits (doors, gangways and exit routes), fire exit signs and all maintained and non-maintained battery-backed emergency lights. All fire related equipment has been identified on a floor plan and labelled for reference.
8. Food Hygiene Certificates. These are a mandatory requirement. The kitchen is inspected annually by a health inspector and, with minor changes (eg extractor fan, now fitted, and cleaning cupboard, now constructed), is always passed satisfactorily, as happened at the visit by the Environmental Health Inspector (Richard Smith) on 3<sup>rd</sup> January 2008. But no actual certificate has ever been issued or mentioned. This is to be investigated further.
9. Smoke Detectors. These are now a mandatory requirement. These are most likely to be specified to be mains powered, but are unlikely to be either inter-linked or linked to the fire alarm system. This is to be investigated and actioned.
10. Cracks were noted in some Pavilion walls. These are not thought to be serious indications of subsidence (the building was erected on 'ancient land'. However, 'tell-tales' are to be fitted and monitored.

11. Music Licence. There was some confusion in the report about the specific music licence being referred to. The hall has a current PRS licence issued by the PRS Society. These (or copies) are displayed on the notice board along with the Employers Liability Insurance, the Public Entertainment Licence and the current Fire Inspection Certificate. No copy of the TV licence is available for display, but the assurance was given that the hall has one.
12. Financial accounts and copies of the AGM Minutes should go to the Charity Commissioners. Previously only the list of officers (Chair, Treasurer, Secretary, official key-holders etc) was sent to the Borough and Police authorities. The additional details will be sent.

#### Damage to window

It was noted for the meeting that a window near the stage was broken. This is to be repaired, probably along with the roof inspection made necessary by rainwater leaks during January.

#### TV in the Pavilion lounge

It was suggested that the TV used by the football club would be better kept in the lounge on a proper stand. This to avoid the chore of hauling it to and fro, avoid the inevitable damage done to the servery door and doorframe and clear the servery of the inappropriate and dusty TV which is left on a food preparation surface. This was agreed and, if the approval and co-operation of the Football Club can be assured, a TV stand, kindly donated by Roz, will be installed and the TV given a permanent place in the corner of the lounge.

#### Kitchen microwave oven

The 25 year old microwave oven which was donated second hand to the hall many years ago, self-destructed in spectacular fashion on Sunday 3<sup>rd</sup> February. After a brief discussion it was agreed that it should be replaced, even though it is used infrequently. Linda Newell then offered to purchase a replacement oven as a donation to the hall from the Wickhambrook Charity Fundraisers. Linda was thanked, on behalf of all future kitchen users, for this generous offer.

#### Dates of future meetings (as set by the Trustees at the AGM)

##### Management

**Monday 3<sup>rd</sup> March 2008**

**Monday 7<sup>th</sup> April 2008**

**Monday 5<sup>th</sup> May 2008**

**Monday 7<sup>th</sup> July**

**Monday 4<sup>th</sup> August 2008**

**Monday 8<sup>th</sup> September 2008**

**Monday 3<sup>rd</sup> November 2008**

##### Trustees

**Monday 2<sup>nd</sup> June 2008**

**Monday 6<sup>th</sup> October 2008**

**AGM Monday 10<sup>th</sup> November 2008**

The meeting closed at 9.10pm.

END OF MINUTES