

Minutes of the Management Meeting held on Monday 2nd February 2009.

The meeting opened at 7.35pm.

1. Present: Patrick Colvill, Margaret Colvill, David Turner, Jim Field, Jim Fieldsend, Steve Taylor

2. Minutes of the previous meeting and Matters Arising:

The Minutes of a previous meeting were read and accepted.

The key for WCFR has been arranged.

Other matters had been dealt with and closed.

3. Chairman's Report

An estimate has been received for cavity wall insulation. This was discussed and it was felt that money and project time would be better spent on other measures such as ceiling insulation, local heating for the Pavilion and electrical radiant heaters. These will receive early attention.

Three quotes are to be obtained for presentation to the Trustees for local heating for the Pavilion. The quotes will be against an approved specification which could be prepared by a local heating/plumbing engineer. Control of the heating would be best made as simple as possible, without the use of complicated timer settings, overrides and other facilities more relevant to domestic situations, which cause confusion and are quickly ignored.

One hundred hornbeam shrubbery plants are available for replacing some of the beech hedging.

Volunteers are required to help plant these as soon as possible.

4. Treasurer's Report

The current balances are: MSC... £6,968, Supporters Association... £19,440

5. Report from Booking Manager etc.

The agenda included a full report.

Of the eight 'Danger Notifications' issued during the recent building electrical test and inspection work, four had been addressed immediately because they were critically dangerous or simple to rectify. Of the remaining four it is Minuted here that these are to be corrected as soon as possible by, in the first instance, contacting World of Wiring.

6. Projects

The final stage of the Bar Canopy lighting has been assessed and is to be taken to a conclusion, with costs charged to the MSC.

Following the annual reminder from Roger Hyde Ltd, the hall floor is to be inspected by Patrick and Steve to report on whether some refurbishment work is urgent or not.

The MSC roof remains in a bad and worsening condition. There has been no action from Mick Wiseman and Barry Pask as promised, so another roofer or roofing company is to be found and asked to address the several problems.

7. Bus Shelter

The proposed porch on the front of the MSC building, which would add a useful feature and could act as a bus shelter, is to be raised with the Parish Council. Steve is to arrange with Roger Medley a joint meeting of the MSC and the Parish Council to consider possibilities, costs etc.

8. Theatre Royal

It was decided to set a ticket price of £10. Steve will run and publicise a Box Office.

9. Farmers Markets

It was agreed to take up the offer by Steve Barker (Clavering Pigs) to run and manage a renewed regular Farmers Market, much as was done by Ray Moe, but hopefully with more management input and control to make a success of it, and on the first Saturday of each month. Running the market by members of the MSC management team was agreed to be impractical given the additional workload and commitments already undertaken. To assist the re-launch, a period of three months free use of the hall would be allowed. Profits from the Centre Café will make up the shortfall in hire revenue.

10. Scene articles

A number of MSC-related articles were in preparation for the March-April issue. It was acknowledged that using the Scene to try to get volunteers to help run the hall, the fete or to undertake one-time-only tasks such as planting trees, was proven (over many years) to be a waste of time.

11. Key Register

Copies of the suited keys page of the Key Register had been distributed before the meeting for information. The locksmith had been approached with a view to re-instating the original provision of high security barrels, and to provide new keys for issuing, based on a complex zoning concept, all at considerable cost. Following a discussion, during which the practical experiences of recent years was explained, it was agreed that the hall should follow the principle which had been found to work best, which is to move towards having only one key profile which would fit all doors. 'Suiting' keys, whereby the building is 'zoned' to allow selective access, leads to confusion, organisation problems and endless running around to give access to people whose key(s) don't fit all the doors they find they need to access. The use of the high security key blanks will continue, to prevent key-holding clubs from having multiple copies made as happened before the present 'security' keys were brought into use. A sterner line is to be taken with key holders who, as in the past, refuse to cooperate with the annual Key Register update.

12. Barrier chain

Following the recent extensive vandalism, the barrier chain, which was originally intended for use on only one day per year to protect maintain the access as 'permissive', is now in daily use. Barrier arms are being investigated to make a more user-friendly facility. The Parish Council are also looking at the practicality of installing a barrier arm on the 6 Acres access near the school. Key holding for the barrier lock needs to be considered.

13. Carpet Bowls club

Following the strictures at the November AGM, the Carpet Bowls club have not been following the requirements for all hirers to pay for the occupation time of all the facilities used. Consequently, part of the hall's accounting procedures cannot be completed or audited. Meanwhile, Haverhill Learning Centre have asked to hire the Main Hall on Tuesday evenings for their ballroom dance activity, and have given full details of their intended thirty dates and occupation times between September 2009 and July 2010. This would extend the use of the hall to a further 24 (estimated) Wickhambrook residents and would not affect the carpet Bowls club's use of the hall on Thursday afternoons. The ballroom dance activity have agreed to make way for the January panto and, if necessary, the school play and the hall would be available for others to hire during the three half-terms and the Christmas and Easter holidays. Following detailed discussions of the history of the current problem, Jim Field agreed to meet with the Carpet Bowls Chairman to explain the current intentions.

14. Access to the building

It was agreed that steps would be taken to try to re-instate the building alarm, with, if practical, a silent local alarm and remote signalling to one or more local residences. This could avoid the 'noise nuisance' of the inevitable inappropriate (false) alarms, which applies to over 95% of alarm events, and (to be confirmed) should meet the requirements of our insurance policy. With the Key Register maintained up to date, and the alarm re-instated we should be able to report to the Trustees that the building is in safe hands.

15. Tennis and Bowls annual fees

A letter had been received from the Bowls Club asking what the £50 fee (invoice no. 0179) was for. The Chairman stated that the letter had been passed to the Bowls Club Chairperson. The Vice-Chair's proposal regarding the rationale for charging those clubs which operate off the MSC land, and the benefits which would flow from re-visiting this arrangement (made many years ago) was not discussed.

The remainder of the agenda was agreed to be 'out of time' and was held over to a future meeting.

AOB

Jim Fieldsend reported that the Players were not happy with the request that the panto lighting be largely cleared away. It is not used for the remaining 50 weeks of the year, is too costly for other hirers to have use of and has been a disincentive to hiring the hall for 'quality' weekend events. He explained that the cost of removal and then re-installation was prohibitive, particularly given the falling returns on panto budget outlay. It was agreed to investigate the feasibility of the MSC purchasing a telescopic tower which would make the removal and re-installation less costly, and to allow additional time for that work to be done, again at no additional cost to the Players. It could also mean that outside of the panto period, other high level 'non-panto' work in the hall (such as maintenance of the main lighting and emergency lighting) could be undertaken in line with current H&S requirements. This suggestion will be passed back to the Players while the MSC investigates a) the cost of purchasing, and b) the practicality of storing, a tower. This topic to be re-visited at a future meeting.

Agenda item 20. Dates of 2009 meetings

No dates were set.

The meeting closed shortly after 10pm.