

Minutes of the MSC Management Meeting held on Monday 6th February 2012

Meeting opened at 2.30pm

Present

Julia Walker, David Turner, Gladys Alexander, Barbara Merritt, Steve Taylor.

Minutes of the 5th December 2011 management committee meeting

There were no matters arising from the December 2011 Minutes that are not referred to in the agenda. The Minutes were signed off as satisfactory.

Reports

<u>Treasurer:</u>	Barclays:	£33,126.89
	HSBC:	£931.11

	Total:	£34,058.00

Bookings:

The coming year's bookings are much as last year, but with fewer weekend bookings.

Since the previous report, which was to the Trustee meeting on 9th January, a total of **£2668.10** in hire fees has been forwarded to the treasurer, on Advice Notes 80 and 81. This includes £41.00 in cash and token sales, being the first income for the radiant heating.

Secretary:

Jubilee tree siting. The committee decision is to leave it to the PC. It would be best sited so as not to block the open views. Preferably on a boundary, and perhaps at a point where the MSC recreation field meets the 6 Acres, but this would need careful siting if it were to be seen as a boundary marker in future, as it would probably conflict with the skateboard facility, and be set off to one side.

Beacon site. There appears to be some confusion within the organisers regarding a suitable site in the south-west corner of Suffolk. Folly Road has been suggested, This topic is now closed.

Bury St Eds murder enquiry. A police poster was displayed for several days. There were no comments about this.

Radiant heating. A complaint has been received about the unreliability of the new system. This is due to the limitations of the standard electrical trips available.

Litter Pick. There will be another litter pick on Sunday 26th February. The MSC secretary will produce a publicity notice to be posted on the MSC notice board.

MENTA (offering start-up business advice) are hiring the Pavilion lounge for a day in March for booked consultation sessions. Promotional notices have been posted on the MSC notice boards.

Threats made to Angela Levell. It was reported to the Booking Manager that a resident of Nunnery Green had threatened Angela Levell (organiser of Mis-Fits dog training) with legal action via a solicitor. The full details are not known and have been neither investigated nor otherwise verified but, if true, this is the second incident of intimidation in that club's history. The first was soon after the start of this Friday activity, also by a local resident. This latest incident is particularly unfortunate because it could have caused the demise of this popular dog training activity in Wickhambrook which would have been a loss to the dog-owning locals, and a serious loss of income to the hall, (around £1,500/year). The booking manager reported that 'Mis-Fits' is one of the most reliable and co-operative hirers of the hall, providing full and detailed timesheets and the minimum of complaints or interaction with the hall's admin functions. The latest welcome news is that, following the intervention by a committee member, the dog training classes will resume from Friday 10th February, only a week later than intended, thus losing the hall only £40 in hire income.

PV (Renewable energy from roof-mounted panels)

It was agreed to formally close this topic.

Designated Rest Centre

A visit by St Edmundsbury BC's Emergency Planning Officer – West (Steve Henthorn), had gone well. He is to be given a floor plan for his records and a list of keyholders who are willing to provide access in the event of an emergency. The nominated keyholders are the keyholding members of the management committee (Steve Taylor, David Turner, Barbara

Merritt and Gladys Alexander). It was suggested that the Clerk to the Parish Council, currently also a keyholder, might be included on the list.

[Secretary's Note dated 7/2/2012: Since the meeting, the Clerk to the Parish Council (Roger Medley) has agreed to have his name included on the list.]

Anti-slip tape

Steve informed the meeting that he had obtained a supply of anti-slip tape, taking advantage of a special time-limited discount offer from a tape supplier. The tape will be used as part of the hall refurbishment, to make the three flights of steps to the stage safer, especially when wet.

Main Hall Refurbishment

The estimate from World of Wiring for the supply and installation of new pelmet lights was accepted.

The need to list and schedule the refurbishment work so as to minimise the disruption to hirings was noted.

It was agreed that the call for volunteers should be renewed when the timetable is more closely set out. At present three volunteers have offered to help, although in developments after the date of the meeting this may be reduced to just one volunteer. It was agreed that the painting work shall be put out to contractors.

Electricians' Report

The bi-annual inspection had taken place during January as scheduled without the need for committee involvement. The subsequent report, which covers every part and circuit of the building electrics, lists a) two items of 'immediate danger', requiring action to 'make safe' before leaving the premises, b) two items requiring 'Electrical Danger Notifications' to be issued for the hall's management's urgent attention, and c) two items requiring routine repair/maintenance.

Referring to:

a) During the inspection two circuit trips were found to have deteriorated to a dangerous condition 'fire hazard' which could not be left without immediately being made safe. The trips could have been removed in order to eliminate the danger pending remedial action later, but that would have left the premises without power in parts of the Main Hall and kitchen. To keep the hall open for hirings, two replacement trips were quickly sourced by the contractors and supplied 'at cost' (£140 each) and fitted for a charge of £10. This urgent action was taken without waiting for full committee approval. The total cost (£290) was questioned during the meeting. Following some discussion it was agreed to pay the £290 invoice.

b) The estimates of £51 to effect urgent repairs, under the Danger Notifications, to each of two light fittings were thought by some committee members to be too high and were not accepted. Competitive quotes are to be sought from other contractors.

c) Similarly, the estimates of £20 and £45 for the non-urgent replacements were not accepted and competitive quotes for those are also to be sought elsewhere.

Radiant Heaters

The circuit trips supplying the heaters are working within, but very close to, the manufacturer's limits specified for 'switch-on' surges. Consequently, due probably to normal manufacturing tolerances, they 'fail' on around 50% of occasions. Two higher rating replacements have been sourced and will be supplied and fitted without further charge to the MSC.

[Booking manager's note: As at 7/2/2012, this change has been done]

Bar ceiling area

Aran Services have progressed this work and delivered the recessed light fittings to site. These will be fitted in due course. At present there are no future hirings in the bookings diary which will need to use the bar without the full lighting.

Dulcie Smith Room (principally used as the Snooker and Day Club room)

The wooden strips originally fitted to reduce draughts in order to improve the room's heating, having been condemned by the local Senior Fire Brigade Officer as they prevent the door from meeting the essential 'outward opening' requirements of a fire exit, have been removed now that draught-proof windows have been installed. The carpet tiles laid in the foyer after the wooden strips were fitted, still prevent the door from opening 'outwards' (ie. into the foyer escape route) and this will necessitate taking a narrow strip off the bottom of the door. An offer of help to do this has been received, and Steve will attend to this problem, with that offered help, as soon as practical.

During the preparations for the installation of the vertical blinds, while removing the old curtains and track, it was noted that a very strong draught blows into the room through the extractor fan, particularly with North or West winds. Also, the draught carries rain with it, which 'puddles' on the window sill. As this defeats the purpose of the cavity infill, ceiling insulation and the new double glazing, which was all installed at some cost and considerable additional committee work, to improve the effectiveness of the radiator heating in the room without burning more oil or using additional electric heating, and on the received information that the extractor fan was originally fitted to clear cigarette smoke from the room, a problem which no longer exists, it was decided to remove the extractor fan and the old Crittal window, to complete the double glazing and to fit the 6th vertical blind ordered for that room. However, one snooker player has expressed an extremely strong objection to its removal, giving reasons which the management committee, after full consideration, does not find credible. However, rather than take what might be seen as a high-handed decision to remove the extractor despite the objection, it was decided to delay and refer the matter to the next Trustee meeting for a wider discussion, thereby giving an opportunity for further representations from hirers and hence a perhaps better informed review and an unarguably more democratic decision.

Vertical blinds

The height of the bottom anchor points of the vertical blind control cords and chains was discussed. It was agreed that the normal height, which is appropriate for a domestic situation, was not best suited to a community hall where a variety of people are likely to subject the cords and chains to hard usage. On a proposal from Steve, seconded by Gladys, it was agreed to accept the offer by Sunrise blinds to raise the anchor points to a height to be defined, and preferably out of reach of children, for a payment of £60. At the same time the orientation of the blinds will be reviewed as it appears that there may be an inconsistency in the fitting.

The administration filing cabinet

The cabinet is to be moved from the Pavilion lounge servery to a better location, using space made available in the store room by the recent clear-out and reorganisation. This will enable the cabinet to be properly included in the Secretary and Booking Manager procedural hand-over notes in November.

Hire fees

A list of all current, and recent past, hire fees and associated relevant information, including historical perspectives, changes in usage, social/community aspects, and opinions from any quarter, is due to be distributed to all Trustees in time for a full discussion at the March and/or May meetings prior to the 1st June review implementation date. Input to the list and commentary is welcome from anyone during the coming weeks, until Sunday 26th February (contact the MSC secretary), after which opinions and other contributions will need to be voiced at the Trustee meeting(s).

Kitchen design

Unlike the Main Hall, the refurbishment of which is unlikely to cause extensive disruption to proposed hirings, the thoroughgoing upgrade envisaged for the kitchen will need to be well planned before work starts in order to minimise the inevitable 'down time' during which the kitchen will be out of use. A suggested list of preliminary work (an outline project schedule) was presented to the meeting, in order that all aspects of the design and consultations will have been undertaken before presenting any proposals to the Trustees. If the agreement to continue with the project is given, grants can be sought and the fully costed project can be approved at a later Trustee meeting. Although this is a project probably best suited for progressing during 2013, a start is to be made on collecting information and advice on standards and appropriate facilities for community hall kitchens from Suffolk ACRE, St Edmundsbury BC Environmental Health, other village halls etc, and circulated within the management committee.

AOB None.

Next meetings

Trustees: **Monday 5th March 2012** at 7.30pm in the Pavilion lounge
Management committee: **Monday 2nd April 2012 at 2.30pm** in the Pavilion lounge

Signed

Date