



WEST BERGHOLT PARISH COUNCIL

# Premises & Recreation Working Party

Meeting held on Thursday 10<sup>th</sup> October 2013 at the John Lampon Hall

Councillors present	Phil Walby, Rosemary James, Jenny Church, Murray Harlow, Rachel Young.
Apologies	

Victoria Beckwith-Cole in attendance

1	<b>Kitchen refurbishment</b> The veneer strip along the kitchen surface has been repaired by Robin. The bill has been settled. There is a one year guarantee on the kitchen fitments. The purchase of a small fridge/freezer is under discussion.	
2	<b>School fireworks</b> The evening went well. The bonfire was safe and no problem on the field from fire damage. More stewards should have been available as traffic on School Road and in Treble Tile car park caused great problems. Propose to ask Val to write to organisers with our concerns. Entry point to field was badly churned up, this could be dealt with by Environment working party.	Val Agenda item
3	<b>Hall</b> a) Guttering and soffits being cleaned, guttering to be cleared. b) Quote for renewal of hall flooring received from Mike's cleaners -£150. Work to be carried out on weekend between Christmas and New Year. Bluebells to renew trolley wheels to prevent marking the floor in future. c) Health and safety issues - Fire and intruder alarms to be fitted by Anglia Electrics. A call out list to be produced including one key holder and A.N. other. A policy needs to be produced - Vicky to make enquiries of other village Halls. d) Item to be written for March Bulletin including pictures highlighting improvements to refurbished kitchen. e) Anti-climb paint to be applied to prevent damage from vandals accessing glass roofing by JL Hall. f) There is some damage to roof tiles - Quote to be requested from ST Carpentry	PW PC Agenda item VBC PW & MH  PW  PW
4	<b>Contracts for Hall users</b> a) These have been arranged by Vicky and most are signed and returned. b) Problems with Bluebells re hours charged and hours used and use of JL Hall for storing trolleys. Their contract will need reviewing by April	VBC  All



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5	<b>Hall Administrator</b> Job description needs to be reviewed for this role in order for a contract to be established to cover Vicky's employment.	PW, Val &VBC
6	<b>Hall chairs</b> Some/all of these will need replacing. To investigate type and cost.	PW. Agenda item
7	<b>Webmaster</b> Dave Kingaby will be seeking a pay rise.	All Agenda item
8	<b>Camp-out on Poors Land</b> A request from the PTA of Heathlands to hold a camp out next summer was discussed. Definitely no fires would be allowed. PC to be consulted.	Agenda item
9	<b>Communications</b> Outstanding comments from Dave Kingaby's monthly report to be dealt with.	MH
	<b>Date of next Meeting - to be notified</b>	