

# Quorn Parish Council



Minutes of the Meeting of the Village Hall Committee  
held on Monday 16<sup>th</sup> January 2012  
at 7:00pm in the Council Chambers at Quorn Village Hall

PRESENT:

Cllr David Cawdell - Chair

Cllr Tim Tyler

Cllr Phil Child

Cllr Jim Orr

Christina Gibbs – Parish Clerk

Cllr David Rennie

Linda Hulme – Admin Assistant

*Note: All minutes are subject to correction before formal approval at the following meeting. Please check the minutes of the subsequent meeting to see if corrections were made to these minutes before ratification.*

Item	Action
12.1 <u>Apologies for absence</u> None.	
12.2 <u>Declarations of Interest</u> The Chair reminded members to declare any personal or prejudicial interest in items on the agenda at this point or as matters arose throughout the meeting.	
12.3 <u>Minutes of the meeting held on 14<sup>th</sup> November 2011</u> 11/264 The minutes were corrected to say that word had been sent that Cllr Child was <u>not</u> to be in attendance.	
12.4 <u>Update on Actions – Admin Report</u> The Chair asked that the Clerk contact BT about the internet hub which had not arrived. Clerk Car Parking notice – The wording for the car parking notice was <b>approved</b> and the Chair asked that a signature to added to any notices issued. It was suggested that yellow paper (plasticised if possible) be used and all <b>agreed</b> . Admin Assistant Kitchen Windows – The Chair reported that he is in the process of providing quotes for replacement windows to apply for a Historic Buildings grant. Chair Baby changing facilities – it was <b>agreed</b> that this matter be reviewed if raised by a hirer. Admin Assistant The Admin Assistant <b>agreed</b> to monitor the situation. Admin Assistant	
12.5 <u>Bookings</u> The Admin Assistant confirmed that the hall was not used on New Year's Eve. A new regular hirer of the Committee Room was the Leonard Cheshire Disability Group who has been issued with a key. The Chair pointed out that need for hirers to tidy the room after it has been used. The Admin Assistant took note. Admin Assistant	

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<p>The Chair said that he was sad that the Beer Festival could not be accommodated last year and pointed out that one of the weeks that they might be interested in is already booked for this year. The Admin Assistant pointed out that she had already received confirmation that the Beer Festival had a commitment to use another venue for 2012 and that she had pencilled in the festival in for 2013 as previously agreed.</p>	
<p>12.6 <u>Difficulties encountered since last meeting</u></p>	
<p>There had been problems with hirers leaving rubbish after their events. The Admin Assistant had tried to identify the culprits to no avail.</p>	
<p>There had been a problem with a hirer not collecting a key for an event and a key had needed to be collected from the Parish Chairman.</p>	
<p>The Chair reported an incident when the Committee Room had been left open, which might not have been a problem if the main door had not also been left open. The Chair stressed the need to impress on hirers to secure the premises before they leave.</p>	Admin Assistant
<p>12.7 <u>Maintenance/Refurbishment</u></p>	
<p>12.7a Committee Room partition – The Chair had moved the spare chairs and tables that were usually housed behind the partition in the Committee Room to the side of the stage. There was some concern expressed over the restricted access to the stage and the Chair suggested a new location at the foot of the stairs to the balcony. It was <b>agreed</b> that a trial period be undertaken with the tables and chairs in the new location before the partitioning is taken down.</p>	Chair
<p>12.7b Key safe – The Admin Assistant had been having some difficulty in getting keys to hirers out of hours and suggested that a key safe be installed. It was <b>agreed</b> that the other key holders would step in if hirers had to be let into the hall rather than use a key safe.</p>	Admin Assistant
<p>12.7c Out of hours lighting – The Chair explained that the foyer light and those on the front of the hall were being left on to provide security for the building</p> <p>Cllr Child felt that there was no need for the lights on the front of the building to be left on throughout the night although he agreed that the light to the rear of the building was essential for safety reason.</p> <p>Cllr Child <b>proposed</b> that all lighting at the front of the building remain off unless a) the vestibule lights are controlled manually within the hall and b) the high level gable light is controlled by a timer such that it goes off during the majority of night time hours. Cllr Rennie seconded the proposal and the motion was <b>carried</b> with one against.</p>	
<p>12.7d Internal painting competition – The Chair <b>proposed</b> that members of the committee visit the Nat West Bank in Leicester for an example of a paint scheme. It was <b>agreed</b> that the Chair, Admin Assistant and Cllr Child visit the property.</p>	Admin Assistant
<p>12.7e External painting – The Chair <b>agreed</b> to provide three quotes for the work before a contract be awarded.</p>	Chair
<p>12.7f Replacement windows – It was <b>agreed</b> to replace the kitchen windows with new that comply with the historic building requirement and replace the ones to the rear of the building with PVC ones.</p>	Chair/Clerk

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12.7g Hall security – The Chair said that he was unhappy with people retaining keys for the Council Chamber. The Admin Assistant advised that there were currently just two key holders and that she asked for keys back at the end of the term of hire.	
12.8 <u>Quorn Country Hotel</u>	
12.8a Liaison meeting issue for discussion. The Admin Assistant had received notification to say that a new manager was now in place at the hotel. She had sent a copy of the letter asking for the removal of the blue pipe to the new manager. Cllr Child suggested that there be one more attempt to get the blue pipe removed and then arrange for it to be removed by Severn Trent and the cost be passed on to the hotel.	
12.9 <u>Budget</u>	
12.9a Monthly review – The Clerk <b>agreed</b> to contact Severn Trent about the storm water charges as the drains discharged directly into the River Soar.	Clerk
12.9b Wish List – the list was updated to reflect:	
<b>Capital</b>	
○ Film Screen donated – letter of thanks to be sent.	
○ Wi-Fi for Chamber – done.	
○ Large screen and monitor – done.	
○ Xmas decorations – done.	Clerk
○ Electric Windows C1 – if budget allows.	
<b>Revenue</b>	
○ External light replacement.	
○ Windows to be moved to Capital Expenditure.	
12.10 <u>Blue Book Review</u>	
A hirer had made a note in the book to point out that the tables needed to be cleaned to remove paint from children’s parties.	Admin Assistant
There were also a number of other maintenance items in the book:	
• Committee Room heating only works when hall heating is on.	Admin Assistant
• Radiators in kitchen not working.	
• Radiators in ladies toilet not working.	
• Car park light bulb needs replacing.	
• Many stage lights need replacing.	Chair
12.11 <u>Any other business</u>	
Cllr Orr questioned whether the new presentation equipment in the Committee Room was available for other users.	
The Chair confirmed that it was and that he hoped that it would be used for things like meetings and conferences, film shows, games tournaments and children’s parties.	
12.12 <u>Date of next meeting</u>	
Monday, 13 <sup>th</sup> February 2012 – 7:30pm	

Meeting closed at 9:30pm