

**Minutes of the Meeting of the Welney Parish Hall Management Committee**  
**Held in the Parish Hall Welney**  
**Tuesday 14<sup>th</sup> October, 2003 at 8.00 p.m.**

**Present:** M. Farrow (Chairman), Clr. S Kerr (Vice Chairman), P Cox (Treasurer & Correspondence Secretary), R Giles, Clr. K Goodger 2 members of the public including P Rix taking minutes.

**1. Apologies for absence**

Apologies for absence were received from K. Fleming.

**2. Accept minutes of previous meeting 12-08-03**

These were accepted and signed by M. Farrow.

**3. Officers Reports**

**Secretary and Treasurer's report**

**3.1. Architect's invoice**

Following our last meeting (12<sup>th</sup> Aug) I wrote to Mr Harrall at Search Architects on 15<sup>th</sup> August advising him of our decision to withdraw the offer of £440 previously made if not accepted by the end of the month. He replied on 19<sup>th</sup> August saying he wanted full settlement in accordance with his fee structure dated 4<sup>th</sup> October 2002 and Mr R.Green's acceptance on 5<sup>th</sup> November 2002.

I wrote again on 5<sup>th</sup> September advising him that as the deadline had passed the offer had now been withdrawn. I also pointed out in defence of the previous Committee that as his fees and plans had not been put to Committee or discussed or minuted at any of the three meetings before acceptance, the responsibility was that of Mr Green personally. We have not heard from the architect since but he may well have been too busy preparing the latest housing plans.

Copies of my letters were sent to the Parish Council and at their meeting on 9<sup>th</sup> September they agreed to continue to support our opposition to payment, but did suggest that they took legal advice.

The complete file of correspondence on the New Hall plans and costs is in the Committee's filing cabinet for anyone to refer to.

**3.2. New Bank Mandate**

Last week Barclays returned the new mandate signed on 29<sup>th</sup> April together with two of the personal forms, as they had not received details of the third signatory.

*The day after the meeting, RG confirmed that he had been to the bank as promised with form and ID, and the Mandate has been re-submitted to our bank.]*

**3.3. Bank deposit accounts**

I have closed the standard deposit account (Business Premium account) which gives very little interest and transferred the balance to the Base Rate Tracker account.

**3.4. Bank Statements.**

Details up to 1<sup>st</sup> Oct for the current account and 29<sup>th</sup> September for the deposit accounts are in the filing cabinet for inspection by any member.

**3.5. Electricity Slotmeters**

These were read and emptied before the meeting by Mark Farrow in the presence of Ken

Goodger, Peter Cox and Pat Rix. Readings were confirmed as 165 and 923 compared with 159 and 915 at the previous meeting so the income of £14 handed to Peter Cox was therefore correct.

### 3.6. Electricity Supply

An estimated bill had been received so these readings were also noted. The normal rate reading was 7588 and the low rate 4771, both higher than the estimates. The supplier, Powergen, to be informed.

*[Done next day]*

### 3.7. 100 Club

A total of £2,500 was collected for the year Aug 03 to July 04, after a good deal of hard work by all Committee members (and some spouses). Just over half - £1,300 – will be paid out in prize money. After start up expenses of £10 this will give a net income of £1,190. This should be enough to cover the expected annual operating loss. £200 cash was retained for the first two draws, the rest banked. At current low rates, the deposited funds should earn about £18 interest up to next July.

### 3.8. Hall Bookings

August was very poor, income was £9 less than the caretakers wages! September was a little better, net income after wages £10, plus £10 for hire of crockery to Marifa.

A 2-months total of only £11 net!

### 3.9. Bingo

August attendance was rather low, slightly better in September. Income for the 2 months was £32.

### 3.10. Committee's Funds

		Cash	current a/c	tracker a/c	tot funds
BALANCES B/FWD	from last meeting	357.79	2,818.31	10,420.03	13,596.1
INCOME	since last meeting				
100 Club	2003 subs	855.00	1,645.00		
Hall Bookings	August	35.00			
	September	65.00			
Equipment Hire	September	10.00			
Storage rent	Cygnets P&T		30.00		
Bingo	August	14.00			
	September	18.00			
Electricity meters	14 <sup>th</sup> Oct	14.00			
Bank interest	2 <sup>nd</sup> Jun-7 <sup>th</sup> Sep			30.40	
Sale of mower	16 <sup>th</sup> Aug	35.00			
Donations	Mrs Perkins-Jones	10.00			
Total income		1,056.00	1,675.00	30.40	
TRANSFERS	Aug/Sept	(930.00)	930.00		
Oct		(4,600.00)	4,600.00		
EXPENSES	Since last meeting				
Caretakers	August	(44.00)			
September	(55.00)				

100 Club draws	August	(100.00)			
September	(100.00)				
Keys for notice board	(9.00)				
Cess-pit cover	10 tonne	(25.78)			
Double sink	for bar	(15.00)			
Mesh/tape/sealant		(10.64)			
CHEQUES for signature	at meeting				
Electrical Test	DJ Whicker	(47.74)			
Cash, for 100 club	Nov draw	100.00	(100.00)		
Total expenses		(259.42)	(147.74)		
<b>BALANCE C/FWD</b>	<b>to next meeting</b>	<b>224.37</b>	<b>675.57</b>	<b>15,050.70</b>	<b>15,950.6</b>
<b>LIABILITIES outstanding</b>					
Hall insurance	repayment to WPC (say)			850.00	
Electricity	Oct DD		77.32		
100 Club	Oct-Nov draws	200.00			
Dec-July draws			1,000.00		
Architects invoice	(in dispute)			4,230.00	
Plumber	clearing blockage				

#### **4. Matters Arising**

**4.1. Elgood's development** – The revised plans which had been approved by a prior Parish Council meeting were also approved of by all present. (the proposed development which was originally to be on the car park has been withdrawn and resubmitted with the development being moved back onto the field at the rear of the car park thereby retaining the car park)

**4.2. Environmental Health Spot Check – progress** – Ceiling holes in the kitchen have been covered with mesh, crack in the lino in kitchen has been sealed up with adhesive tape leaving the installation of a double sink in the bar area to complete the required works. A sink has been purchased for £15 and a plumber has agreed to connect it to a water supply for approx. £50, before this can be done the sink needs to be in situ and S Kerr has agreed to purchase base unit/s and fit during the coming week. An electric water heater is also required and will require fitting.(this can possibly be done when other electrical works are being carried out – see license renewal)

**4.3. Annual Public Entertainment License Renewal** – This has now been renewed from 1<sup>st</sup> October 2003 and displayed as required in the entrance hall. When carrying out the electrical check the electrician noted that two of the fuse boxes had wooden back boards which need to be replaced before next years inspection. MF to ask a local electrician to quote for possible replacement of existing fuse boxes with a more modern type with an integral 'trip', also quote to include water heater fitting with connection to mains and to rectify faulty emergency light on river side emergency exit (this may just require a new battery). PC to request another quotation for the above works from Whicker who carried out the license inspection.

**4.4. DDA Compliance** – Door frames have now been painted in a contrasting colour, door knobs on kitchen door to be replaced with handles to be completed by PC soon.

**4.5. 100 Club Launch** – 2 draws (August & September) have now been made and prizes distributed, One prize has been returned as a donation from Julie Perkins-Jones – PC to write a letter of thanks. MF has requested another person to help with the next draw to be held on 31<sup>st</sup> October @ 7.15. PC

**4.6. Xmas Fayre** – To be held in the hall on 6<sup>th</sup> December at 10 am. Several people/groups have agreed to have stalls, these are – Norfolk Essential Oils – Sue Johnson, Silver Jewellery – Bobby Scarr, Hand made cards and gift boxes – Janine Wade, Friends of the School, Cygnets – Santa’s Grotto, Tea & Cakes – WI. Pat Rix to ask the Friendship Club if they would do the raffle. Ken Goodger said that he will have a second hand toy stall. MF to speak to Jenny Stevens of the Welney News about an advert, we also need to put some flyers up in the village. All committee members requested to be at hall at 9.00 am for setting up of tables etc. PR MF

**4.7. Maintenance of land surrounding Parish Hall** – Tim Bennett has asked Ian Howarth to come back to us with a quote but he has not done so yet. MF to monitor. MF

**4.8. Water Leak** – MF to request Anglian Water to survey the situation. There is a dripping tap in the kitchen – Ask plumber to rectify when completing bar sink fitting. After AW have inspected the main we need to rectify the situation whereby we are paying 2 standing charges. This would appear to be because we have 2 ‘spurs’ off the water main (1 to the toilets & 1 to the kitchen), we also have a meter for each supply but are only apparently paying for the water meter connected to the toilets. We are not paying for the supply through the 2<sup>nd</sup> meter in the kitchen and have not been billed for this since it was fitted in Feb 2001. We thought it only right that we should pay for all water used by us but that 2 standing charges was unfair. MF PC

**4.9. Cess Pit** – The cover which was badly dented has been replaced at a cost of approx. £25 – (Ridgeons of March gave trade discount). Keith Miller the plumber cleared the blockage from the ladies toilets but reported that the drain does not go straight to the septic tank but goes across the front of the outside of the hall and connects to the Gent’s toilet outlet. As a result an acute angled left bend results in the snagging of sanitary towels etc. When Keith fits the sink we will ask him if a direct route to the septic tank is a feasible option and what would be involved in carrying this out and also a rough estimate of the costs involved. A sign is to be installed in the Ladies toilets requesting that sanitary towels not be flushed down the toilet but to be put in a bag and then placed in the bin provided. These will then be disposed of by the cleaners who will require plastic gloves to do this MF

## 5. Correspondence

PC wrote to the architect 5-09-2003 refusing to pay the bill (copy in filing cabinet, no reply received to date.)

MF wrote to Grant Tomkins (having spoken to him twice about him becoming a committee member) inviting him to tonight’s meeting (at very short notice). MF to ask him to the next meeting, all present were in favour of him being co-opted on to the committee. MF

**6. New Bank Mandate** – Roger has now received another (his 3<sup>rd</sup>) form for bank authorisation of his signature and has promised to go to the bank tomorrow (15<sup>th</sup> Oct.) to register himself. RG

**7. Condition of Parish Hall Floor** – MF & PC recently removed the 3 hatch covers and inspected the condition of the floor supports etc., some dampness and fungal growth

present probably caused by lack of ventilation due to overgrowth outside blocking the air vents, also the bricks around 1 vent have collapsed. The 'pigmy' walls (brick) are cracked in places which is resulting in the floor bouncing. The bar end of the hall does not have inspection hatches, SK has agreed to cut 3 out in the coming week, after this has been done an inspection of the remainder of the under floor area can be done. The floor near the bar seems to be particularly badly affected and is of cause for concern, Pat Rix suggested that this could be due to the Cygnet's using this area for some kind of water based activity which inevitably results in spillage. When we have a fuller picture of the problems we will be in a better position (hopefully by the next meeting 02/12) to decide on what to do next.

SK

**8. Lawn Mower** – Sold to Welney Angling Club for £35.

**9. Next Meeting is to be held in The Parish Hall on 2<sup>nd</sup> December 2003 at 7.30 pm**