

**MINUTES OF HALL COMMITTEE MEETING 24th JANUARY 2022
IN RUNWELL VILLAGE HALL AT 7.00PM**

IN ATTENDANCE: - Chair Mrs A Ellis; Messrs: Clark, Lansdale, Redway, Rogers and Sloane; Mesdames Hutson & Payne. Present Mrs S Goodwin non-voting.

Minute 178 Apologies: Mrs C Evans

Minute 179 Declarations of Interest: None declared

Minute 180 Review of Hall Charges

The committee recommend to the Full Council an increase of up to 10% in the hire charges with effect from 1st April 2022. To reflect the substantial increase in Gas/Electricity prices and general supplies. (See Appendix 1 revised Hall charges). The committee further recommend to the Full Council to simplify the Hall Tariffs for public hire and a separate list for club/storage hire.

Minute 181 Update Hall Hire T & C's

The committee recommend to the Full Council that the Clerk shall update the terms and conditions of the hire agreement to reflect use of the Intruder alarm and Fire Alarm

Minute 182 Hall Risk Assessment

The committee reviewed the Hall Risk Assessment and agreed that the section covering Covid-19 should remain as advisory and the weekly reports should continue. Reminder needed to all clubs re general cleaning.

Minute 183 Fire Alarm Training

It was agreed that a refresher session was needed for Fire Alarm Training. Councillors interested should arrive by 7.30pm for the next Full Council meeting on 7th February 2022. Further sessions to follow to include regular Hall users.

Minute 184 Review Gas Tarriffs

The Chair went through the list of comparison gas tariffs (renewal due in October 2022) – the committee recommend to the Full Council to remain on the British Gas Business Lite Tariff.

Minute 185 Heating/Radiators

It was reported that the Committee Room radiators had been dismantled and vacuumed. Work party/rota arranged to vacuum remaining radiators. Annual maintenance contract set up with Essex Heating and Plumbing. Awaiting further information on the installation of a NEST control system.

Minute 186 Hall Cooker – Professional Clean of Cooker & Extractor

The committee recommend to the Full Council to arrange for professional clean of the cooker and hood. It was also reported that the oven cooker control knob was broken – replacement to be ordered from Lincat.

Minute 187 Car Parking Notice

The committee recommend to the Full Council that 2 new PRIVATE CAR PARK signs are installed to deter parking by non-users of the Hall.

Minute 188 Maintenance

- (i) Car Park repair – now completed
- (ii) Ladies Toilet Wall repairs – No response from previous contractor. BL to contact Clerk with details of new contractor so specification can be issued.
- (iii) Kitchen Cupboards – Internal locks require upgrading. Chairman/Handyman to instal new bolts to the bottom of the cupboards.

- (iv) Boiler Maintenance – New contract agreed with Essex Heating and Plumbing
- (v) Damaged Awning – The committee recommend to the Full Council that the awning should be replaced. (Original installed 2011)
- (vi) Other – Raised carpet bar to be screwed down, strip light in rear lobby needs replacing.
- (vii) **FLOOR** it was agreed that the coating applied to the floor in 2019 had not lasted as expected. Better coating required for 2022 to now be scheduled for the summer. Invitations for the contract to be issued.

Minute 189 QEII Platinum Jubilee – Working Party

Meeting to follow this committee meeting.

Minute 190 Questions

1. Spare Hall chairs now stored in the former Horticultural Garage.
2. Future project to purchase padded chairs/round tables for the Hall. Costs discussed
3. Clerk request for key collection cover on 12th February, the Chair agreed to cover this.
4. Request for a Charity Dog Show in Runwell Park – Agreed no charge subject to clearing up, no toilets available.
5. Date for Annual Parish Meeting 25th April 2022 approach Essex & Herts Air Ambulance for a talk.
6. Advised that the Park Groundsman was in Hospital, the lower car park barrier to be left open until a further update received.
7. Request for a second clothing bank at Runwell Park.

Meeting closed 8.50pm

MINUTES OF QEII PLATINUM JUBILEE WORKING PARTY 24th JANUARY 2022 IN RUNWELL VILLAGE HALL AT 8.50PM

IN ATTENDANCE: - Members: Mr. P Clark, Mesdames Goodwin, Hutson, Payne & Pharez. Present Mrs A Ellis, Mr. G Redway, Mr M Rogers, Mr J Sloane

Minute 191 Apologies: Mrs C Evans

Minute 192 Official Schedule of Events & Projects supported by HRH Queen Elizabeth II

One of the members reported they would have to step back from this group. The official schedule was noted, and the members discussed various options open to the Parish Council to mark this event. Events planned for Wickford and Rettendon mentioned. It was reported that no members of the public had come forward from the article in the Runwell Roundabout.

Minute 193 Events/Projects to be hosted by Runwell Parish Council

It was agreed to hold an afternoon tea party in the Village Hall on Friday 3rd June 2pm – 6pm. Initial approaches to be made to The Laurels Care Home, Hollymeade Care Home and residents of home Holly House to gauge interest and see what events these groups had planned. Organise a similar event to what had been proposed for VE Day 2020. Event to be co-ordinated with local pre-school/playgroups/school if possible.

Ideas to be included on the day:

Decoration – bunting; red/white/blue balloons pictures of HRH Queen Elizabeth between 1952 – 2022

Projector – Put together film show (or similar) compilation of events through the period.

Entertainment – Ask “Lady birds” to come and sing.

Cake/Baking competition.

Afternoon tea.

Also to support a tree planting scheme in the parish, further details to be agreed

Meeting closed 9.25pm