

**MINUTES OF HALL COMMITTEE MEETING 21st FEBRUARY 2017
IN RUNWELL VILLAGE HALL AT 7.00PM**

IN ATTENDANCE: - Chairman Bill Lansdale; Messrs: Dockerill, Rogers and Sloane. Mrs L Payne. Also present Cllrs Chris Evans, Jackie Wolf & Paul Clark.

Minute 200 Apologies: Cllrs Phil Hennessey & Emily Young

Minute 201 Declarations of Interest: None reported

Minute 202 Review of Hall Charges

The committee recommend a 5% increase in charges to the Full Council. (Clerk to round up or down as required) Please see attached sheet.

Minute 203 Car Park – White Lining

The committee reviewed the estimate received from Essex Highways:

Design Fee £737

Plus Option 1 Re-lining only between £2000 and £3000

Option 2 Removal of existing lining by Hydro-blasting and then re-line between £4000 and £6000

The committee rejected this quotation, Clerk to notify Essex Highways.

PC reported that the new line marker for Runwell Park was multi use and could be used for re-lining the car park subject to the purchase of different nozzles and paint. Quotation to be obtained. Paint colours for normal bays and disabled bays together with moving the dustbins discussed. Agenda item for next Full Council Meeting.

Minute 204 Main Hall Interior Decoration

RD stated the committee room area, office and back part of the Hall needed painting in addition to painting the existing green panels in the main Hall. The magnolia section of the main Hall had been painted 2015. Some of the signage is also tatty and needs replacing. It was agreed to obtain quotations for skimming the artex ceilings which could be completed in addition subject to the budget available. Committee Room pictures need replacing. Work to be scheduled for 6 week break in the summer. Work needed to the doors BL will replace/repair loose door handles. CE requested new disabled specification handles should be used.

Minute 205 Floor

RD reported that certain section of the Hall floor were flaking badly. The committee reviewed the areas and agreed that the surface was not wearing as well as expected. The method of application was discussed and will be changed for the next application.

Minute 206 New Projector/Screen

PC reported that the Council's current projector is out of date. A remote controlled drop down screen could be installed on the stage – cost in the region of £400 - £500; a remote controlled projector could be set just below the ceiling and be controlled via a laptop however a new HDMI link would be required in the Hall, the cost of this and a new projector is still under review. Alternative positions of the projector discussed.

Minute 207 Maintenance:

1. Curtains: LP/MR to contact Donna Evans to make improvements to the stage curtains.
2. Cooker: A deep clean is required, committee members to give contacts to Clerk. LP reported that the baking tins were not being left clean. Reminder to be sent to all Hall users.
3. Guttering: MR has supplied spare guttering JS/PC to arrange installation.
4. Picket Fence: LV repairing on Saturday 25th February.

Minute 208 Questions etc.

1. BL drafting specification for the kitchen.
2. RD reported that the kitchens sinks were not draining properly and needed attention.

Meeting closed 8.15pm