

**MINUTES OF HALL COMMITTEE MEETING 20th May 2019
IN RUNWELL VILLAGE HALL, COMMITTEE ROOM AT 8.30PM**

IN ATTENDANCE: - Messrs: Clark, Dockerill, Lansdale, Rogers and Sloane; Mesdames Ellis, Evans & Payne.

Non-voting councillors present: Mrs K Clark & Mr G Redway

Minute 31 Election of Chairman – Mrs A Ellis was proposed; seconded and appointed.

Minute 32 Apologies: - None all present

Minute 33 Co-option – Mr R Dockerill was proposed; seconded and elected to the committee.

Minute 34 Declarations of Interest

Minute 35 Fire Risk Assessment & Fire Alarm Specification.

The Clerk read out the recommendations of the Fire Risk Assessment, list to be summarised and circulated to all Hall users. Some modifications to be added to maintenance schedule removal of flammable items in loft area or safe storage in non-flammable boxes. Fire alarm specification recommended at Level 4. All companies who have quoted for the Fire Alarm System to be given the opportunity to amend quotations.

Minute 36 Ladies & Gents Toilets

It was agreed to draw up a new specification to include removing tiles, making good, half tiling, replace urinals and hot water heater, re-use sinks and cubicles but replace plumbing and taps etc. Specification to be agreed before issue. KC reviewed the exterior walls of the toilet block and reported that in her professional capacity she did not think the cracking as previously reported was a major concern.

Minute 37 External Lighting & Intruder System

The committee recommend to the Full Council to accept the External Lighting quotation from JMH Technology (UK) Ltd in the sum of £340 plus VAT and also the Intruder System quotation from JMH Technology (UK) in the sum of £1290 plus VAT.

Minute 38 CCTV

The committee recommend to the Full Council that a new CCTV system at the Village Hall should be compatible with the system proposed at the Park and installed at the same time if possible. Specification may need to be reviewed.

Minute 39 General Maintenance

- (i) Hygiene Products – The committee recommend to the Full Council to order 2 Feminine Hygiene Bins for £132.60 plus VAT per year each to include 13 visits to empty the bins. (Clerk to establish whether nappies can be disposed of in the bins), further recommendation to order new style urinal blocks. Both products available from Capitol Hygiene.
- (ii) Council Flag – the committee recommend to the Full Council to purchase a replacement flag as the current flag is getting worn. Better quality needed to avoid fraying.
- (iii) Pre School Play Area – The Clerk reported that an area had now worn away and the surface was very loose. Pre School to be approached to see if they are prepared to contribute towards replacing this area on a 50/50 basis.

Minute 40 Questions/Other

- (i) Pre School Gates to outdoor play area appear to be causing cracking to the corner wall of the gents toilets where they are attached by hinge. The gate is very heavy. Two option available either 2 lighter gates to join in the middle or to place a post on the boundary side and open the gate from the opposite side (lighter gate recommended) To be discussed with RVPS.
- (ii) MR reported that an extended mop pole was needed to clean the paintwork at the front of the building. Clerk to order.

Meeting closed 9.25pm

(Mr B Lansdale and Mrs C Evans gave apologies for the June meeting)