

MINUTES OF HALL COMMITTEE MEETING 20th JUNE 2024
IN RUNWELL VILLAGE HALL 8.00pm (Start delayed from 7.30pm)

IN ATTENDANCE: - Messrs: Lansdale, Redway, Rogers; Mesdames Ellis, Evans & Gould

Cllr Rogers took the Chair for the Appointment of the Hall Committee Chairman

Minute 23 Election of Chairman – Mrs A Ellis was proposed; seconded and elected.

Minute 24 Apologies: - Cllrs Clark, Hutson, Payne & Sloane – Apologies accepted.

Minute 25 Declarations of Interest - Cllr Rogers declared a personal interest in item 8 Review of Hall Gardening Contract.

Minute 26 Go Pak Order for 4 new tables and 50 new chairs

The committee agreed to accept the quotation in the sum of £475.40 plus VAT (free delivery) for the tables. Decision deferred on the chairs.

Minute 27 Design of Village Hall Sign & Location

Cllrs Lansdale and Rogers to design new Village Hall sign and finalise the position; Cllr Evans to review the design and font prior to the final estimate being sought.

Minute 28 Internal/External Paintwork

The Committee agreed that a specification for the external paintwork should be drafted and circulated to local companies for estimates. Full internal re-decoration to be deferred. Cllr Gould happy to touch in small areas, Clerk to locate spare paint.

Minute 29 Replacement Garden Seat - Design and Position

The Committee agreed that a replacement hardwood bench up to £500 (plus installation) should be purchased. New bench to be located in the same place as the previous bench.

Minute 30 Review Gardening Contract (Cllr Rogers took no part in the discussion/decision)

The committee agreed that Carol Rogers did an extremely good job looking after the garden once a month (currently £60 per month but subject to review) and agreed to continue with the gardening arrangement.

Minute 31 General Maintenance

1. Entrance door steel framework, drain vents in windows, infill strips and step edging all completed.
2. Gents toilets – replace Petcock Valve on urinals. To be arranged with local plumber/handyman.
3. Faulty power socket next to Microwave - On work list for Electrician when EICR completed.
4. Stick down stainless steel plate by cooker, other areas also need to be sealed. Local company to be sourced.
5. Arrange battery collection - Safety of storing batteries discussed. Boxes to be emptied shortly.
6. Accessible Toilet - Remove hand drier - On work list for Electrician when EICR completed.
7. Arrange PAT testing - Local company to be sourced
8. Main Hall - Small infill repairs to crack/s x2 in floor. Low risk areas to be monitored.
9. Re-instate Intruder Alarm. The closure of the fire doors has been an issue as they are self-closing. Users tend to slam and pull them shut and the mechanisms jam. The doors become out of alignment and the sensors don't work. Cllr Rogers has drafted signs to put on the doors. If this proves to be successful then the alarm sensors can be re-located.
10. Full length mirror required for the accessible toilet. (Place over where the hand drier was located)
11. Work top under the sinks in the ladies toilet has blown and needs replacing.
12. Side screen in the ladies toilet cracked.

Minute 32 Questions/Other

1. Request from Southend Budgerigar Club to hold its Annual show in August 2025 - request agreed subject to dates working with existing Hall users. No loose bird and careful cleaning after the event.
2. Conclusion of monthly hire after May by "The Well Project" having sourced her own studio.
3. RVPS - No straw bales allowed for fun day. Clerk to advise.

Meeting closed 9pm