

**BREDFIELD VILLAGE HALL MANAGEMENT COMMITTEE**

**Refurbishment Sub-Committee Meeting**

**Held on**

**Thursday 6 June 2013 at 7.45pm in the Village Hall**

**MINUTES**

**Attendees:**

**Officers:** Keith Derham (Chairman), David Hepper (Treasurer), Jane Talbot (Secretary)

**Elected Members:** Rowland Irving, Tim Keats

**Co-opted Members:** Tony Bence

Minutes of the last meeting held on Wednesday 22 June 2012 were discussed and approved.

**1. MATTERS ARISING:**

**Tables**

The square table tops have not yet been refurbished.

**Action:** Tony to address.

**Shed**

A replacement shed has not yet been purchased and Keith felt that we would need at least £1,000 set aside for this.

**Action:** Tony to continuing looking for possible storage solutions.

**Energy efficient lighting**

The replacement of current lighting is not seen as a problem at the moment. Most of the tubes have been changed to energy efficient lighting. The bulbs connected to dimmer switches have not yet been changed as currently there is nothing suitable available on the market.

**Kitchen**

**Action:** Tony to replace the broken and missing tiles with the spares – this has not yet been done.

**2. TABLES:**

The round tables have been purchased and are proving very useful well; it is just possible to fit 10 in the hall at one time.

Keith asked for a possible target date for the refurbishment of the square tables and Tony will do this as and when he has the time (but see AOB).

**3. STATUS OF IMPROVEMENT AND REFURBISHMENT LIST:**

This is a summary of items that will need expenditure in the future.

The car park now needs work done.

The play area – the fund raisers are hopeful they will raise £5,000 and match it with a £5,000 grant.

Windows and doors – Keith to discuss – next item on agenda.

**4. WINDOWS AND DOORS:**

Unfortunately Andrew Miller has lost his contact at Allglass and a new contact will be meeting with Keith on Monday to discuss a way forward. The Committee felt that the quote provided to Andrew Miller, £12,836, was not comprehensive and therefore too low and after Monday's meeting it may be prudent to get further quotes. It was also felt that Andrew Miller may be too busy to carry out the work and, as Tim pointed out last year, it would be good to use a firm who would be able to provide guarantees and warranties for any work carried out.

David explained that there were not enough funds to pay for the windows and once we have a firm price he would need to obtain a grant. He also mentioned that there had previously been quotes of between £14,000 and £18,000 but Allglass had been the cheapest.

It was decided that this work was now a priority and we needed to progress it.

As an aside Keith asked if some repair work or replacement to the outside toilet door could be carried out before the other work began as the sill is missing and the door is falling apart.

Tony Bence suggested that the sill could be replaced rather than the whole door. Keith felt the whole door could be replaced as it would not be necessary to match with the other window furniture and could be carried out as a separate job.

It was mentioned that the double doors to the store room could also be replaced at the same time. The frames are in good condition but the doors themselves are not as the plywood and has not weathered well.

Keith would speak with the man from Allglass on Monday and see if it would be possible for them to replace the toilet and storerooms doors separately and if glass panels were not needed for the store doors he may be able to recommend a carpenter.

**Action:** Keith to meet with the man from Allglass and obtain a separate quote for the toilet and store room doors.

**5. PLAY AREA:**

As mentioned under agenda item 3 the play area committee hopes to raise a total of £5,000 with a matching grant of £5,000. Before applying for a grant the group needs to be focused as to how the money will be spent. Polly Stephenson and Paul Cannard seem to be very well organised in this regard and they need to formalise a plan. David will then ring fence the money.

Tony mentioned that there is a tidy up party for the play area on 15 June 2013.

**6. CAR PARK:**

At the meeting last year the state of the car park was mentioned and three people helped to rake over the shingle. It has now been decided that additional work now needs to be done.

Keith mentioned that a hole was appearing next to the apron and Tony had noticed a hole appearing in the middle of the car park. Tony felt it might help to move back the apron but this could still result in holes appearing. Keith asked if a speed bump would be a good idea and Tim suggested putting it on the damaged area in the middle but this could then lead to possible claims for drivers with damaged cars.

David suggested asking EFM to take a look as it had been three years since the last work was done. Keith agreed as it was better to have the work done now before another winter.

**Action:** Keith to talk to EFM with a view to obtaining an estimate for repairs and resurfacing as necessary.

## 7. ANY OTHER BUSINESS:

### **Disabled Ramp**

Tim Keats and Tony Bence to research the best and safest way to build a ramp outside the main door, possibly a concrete slope extended from the walls. There could be a problem with the door sill and this may have to be removed. A decision would be needed as to whether the grating should stay or be removed. There is also a safety issue to consider for people not in wheelchairs who may trip up the ramp. Tim will talk with Malcolm Marriot who has recently had a ramp built.

**Action:** Tim Keats and Tony Bence to report by the end of September 2013.

### **CC TV and Car Park Lighting:**

David mentioned these two issues as, on a number of occasions, ladies from the Yoga class have asked him when the CC TV and lighting will be installed as they are concerned for their safety especially during the winter nights. This could result in loss of earnings for the hall should the ladies stop using the facilities.

Tony Bence explained that he was waiting on Graham Taylor to bring along his cherry picker. As this has not been forthcoming to date Tim suggested he get a quote for the daily hire of one.

**Action:** Tim to enquire into the price of hiring a cherry picker.

Following on Keith raised a discussion about obtaining a quote for repairing the square table tops and also raised the issue of some people in the village perhaps volunteering their time for a few hours, with the use of wood filler and instruction from Tony Bence, to repair the tables and perhaps carry out some tiling in the kitchen at the same time.

Keith asked Tony if the water meter had been installed for the shop yet, unfortunately it had not.

David asked if the valve in the urinals had been changed but it had not.

David also mentioned that the hand dryer in the men's toilet was not working. Rowland pointed out that this should be fixed immediately as it is a serious health and safety concern.

The meeting then closed at 8.40pm.