

<b>DAVID SMITH MEMORIAL HALL &amp; RECREATION GROUND</b> <b>Management Committee</b>	
<b>Minutes of the David Smith Memorial Hall &amp; Recreation Ground Management Committee</b> held on Monday 7 <sup>th</sup> December 2020 at 7.00pm by Zoom	
<b>VH20/94.</b>	<b>Members attending</b> Chair Cllr Faulds Councillors Hance, Hubble, and Daden, Apologies David Howell
<b>VH20/95.</b>	<b>Declarations of interests</b> There were no declarations of interest
<b>VH20/96.</b>	<b>Minutes of previous meeting</b> Matters arising: payment to Turners has been made. Cllr Daden queried the references to the David Smith Memorial Hall & Recreation Ground Charity and the Village Hall Charity. Cllr Mercer clarified that the Charity's name is the David Smith Memorial Hall & Recreation Ground Charity and that the Village Hall is part of this. It was suggested that the history of the charity should be put on the website.  <b>The minutes were approved with the amendment that Cllr Hubble did attend the meeting but arrived late</b> Proposed Cllr Faulds, seconded Cllr Hubble
<b>VH20/97.</b>	<b>To note</b> outcome of staff furlough and to consider staff deployment for December. It was confirmed that a furlough claim has been made by the payroll company. <b>It was agreed that the Village Hall should shut for 13 days from Wednesday 23<sup>rd</sup> December to Monday 4<sup>th</sup> January inclusive.</b>
<b>VH20/98.</b>	<b>Financial Matters</b>
<b>(a)</b>	<b>To note the monthly financial reports for November 2020</b> Noted, it was felt that the figures were not too bad considering closures due to lockdown. The proposal from Chelmsford City Council regarding possible use of the hall for a covid testing centre was discussed at this point, the administration officer clarified that usual rate of hire would not be paid. The committee considered that the disruption to regular hirers and impact on their businesses at this difficult time would be too high and <b>it was agreed that the proposal should be rejected</b> , however, it was suggested that the British Legion may be a suitable alternative venue and this suggestion should be made to the City Council.
<b>(b)</b>	<b>To consider budget for 2021 – 2022</b>  It was considered that improvement of car park lighting should be included

	<p>in the budget as a grant would be sought from the Parish Council. A number of options were discussed; low level lighting on the Village Hall building, replacement like for like of faulty car park lights, lowering of MUGA lights to provide more light on car park (Cllr Daden expressed concern this could adversely affect use of the MUGA). The Administration Officer is to seek clarification with the Clerk as to what option(s) have been considered and quotes sought.</p> <p>Cllr Daden also suggested that lights should be numbered to assist easy identification of which lights were being referred to.</p>
<b>VH20/99.</b>	<p><b>To receive report on current bookings</b></p> <p>The report was noted, <b>it was agreed</b> that only 3 month temporary hires should be offered on a Wednesday evening to allow the major village organisations such as WI and Cottage Gardeners to return post covid, and also to allow sufficient capacity for the public to attend Parish Council meetings when these restart.</p>
<b>VH20/100.</b>	<b>Village Hall Maintenance</b>
<b>(a)</b>	<p>To note installation of gravel boards on MUGA</p> <p><b>Noted</b></p>
<b>(b)</b>	<p>To note service report and safety inspection of boiler.</p> <p><b>Noted</b></p>
<b>VH20/101.</b>	<p><b>To consider</b> installation of a high-level security bar on the access to DS field</p> <p>This item had previously deferred due to lack of income, <b>it was agreed</b> to defer again</p>
<b>VH20/102.</b>	<p><b>To discuss</b> complaints about antisocial behaviour in the car park</p> <p>Cllr Hance has been contacted by residents from Days Close concerned about anti social behaviour in the overflow car park. This is occurring on a regular basis between 9.00pm and 3.00am, cars arrive and the occupants play loud music and consume alcohol. The residents are nervous, they have contacted the police on a number of occasions but the police do not attend until either some hours later or the next day. A considerable amount of broken glass and litter is left behind, this has been seen and cleared up by Councillors. The residents would like the overflow car park closed at night. Although there is no way of shutting the public spaces before barrier, <b>it was agreed that the caretaker be asked to close the overflow car park gate at dusk.</b> A sign is to be put up on the gate stating that it will be closed at dusk. Situation to be reviewed at the next meeting.</p>
<b>VH20/103.</b>	<p><b>To receive</b> Health &amp; Safety Reports and Fire Risk Assessment</p> <p><b>Received</b> weekly checks of village hall, however other reports not available due to Village Attendant being currently away from work due to an injury.</p>
<b>VH20/104.</b>	<p><b>To consider</b> installation of noticeboard at entrance to cycleway.</p> <p><b>It was agreed that a sign for the adventure cycleway be installed.</b> This should inform the public of the purpose of the cycleway, and also provide information regarding Centenary Wood. Cllr Faulds to prepare a design for approval prior to seeking quotes.</p>
<b>VH20/105.</b>	<b>To consider</b> reinstallation of cycle racks in Village Hall car park

	<p><b>It was agreed that the cycle racks be reinstalled</b> and this should be added to the budget with a request to the Parish Council to fund. Quotes are to be obtained for supply and installation and also enquiries to be made regarding possible grant funding. <b>It was also agreed</b> that cycle racks should not be installed until the Parish Council's new play equipment was in place to avoid causing access difficulties.</p>
<b>VH20/106.</b>	<p><b>To note offer of engagement placed on Contract finder.</b>  <b>Noted.</b>  Cllr Mercer requested clarification that this offer referred to the Youth Group building, not any proposed extension to the Village Hall.  It was noted that only one quote had been received, this was from Wernicks although Cllr Hance stated that there was a change in position to the Wernicks quote but as it had missed the quote deadline so they had contacted her direct.  The position of the building was discussed, the suggested position is now by the tree line between DS and Angel field but inside the adventure cycleway.  Cllr Daden raised concerns that the description on contract finder was too vague which is why only one quote has been received and also that sufficient provision of facilities for special needs users should be made. Cllr Hance stated many factors had been taken into account including disabled access and provision and other companies were contacted with regard to different options but had not put in formal quotes.</p>
<b>VH20/107.</b>	<p><b>To consider</b> offer of a donation of a piano, it was considered there was insufficient space in the Village Hall and <b>the offer was declined</b></p>
<b>VH20/108.</b>	<p><b>To consider emails received</b>  <b>With regard to the complaint re: lighting in car park</b>  This was noted, however it is usual practice for the lights in the car park to only be on when the hall is in use.  <b>With regard to the complaint re: glass on muga/ lights not on</b>  The Administration Officer is to remind the caretaker of his duties and prepare a risk assessment/checklist for opening MUGA before hire to be completed by him. In addition the caretaker is to sweep the MUGA on a weekly basis.</p>
<b>VH20/109.</b>	<p><b>Any other business</b>  <b>None</b></p>
<b>VH20/110.</b>	<p><b>Items for next agenda</b>  <b>To consider</b> installation of a high-level security bar on the access to DS field  <b>To review</b> closure of gate to overflow car park</p>
<b>VH20/111.</b>	<p><b>Date and time of next meeting.</b>  <b>Monday 11<sup>th</sup> January 2021 at 7.00pm</b></p>