



## Clubroom Management Committee Meeting

**Tuesday 24th June 2008**

**Present:** Paul Milner                      Di Ellis                      Alan Dexter                      John Gaskin  
                   Julia Powell                      Val Sorrell                      Libby Bowness                      Carol Bassett  
                   John Fieldsend                      Geoff Love                      Mandy Burton (Pre-school)

**Apologies:** Jo Hunter                      Caroline Hope

**1. Minutes of previous meeting/Matters arising**

1.1 Minutes of May meeting were agreed and signed as accurate.

1.2 Loose drain cover re-concreted by Alan and debris behind Preschool store removed by John F. JP

**1.3 Actions on-going/carried forwards** JP

1.3.1 Julia to check where advertising poster has been displayed in Thrapston.

1.3.2 Julia still on the look-out for a long-handled feather duster for clearing cob-webs from beams/ceiling. PM

1.3.3 Paul to draw up an equipment loan agreement. JP

1.3.4 Julia has checked contents of First Aid box and is monitoring usage to ensure a standard list of contents is maintained. DE/  
ALL

1.3.5 Di has produced format for annual diary of reminders, this will be e-mailed for everyone to include everything they can think of for Di to co-ordinate full list ahead of next meeting.

**2. Preschool Development Plans**

Libby and Mandy took the Committee through the detailed plans for outdoor play and improved storage facilities; this will be in three phases:

**Phase 1** – change surface of car park from gravel/concrete to tarmac/asphalt and extend concrete plinth for storage area towards the Clubroom (but avoiding drain covers) at cost of £8800+VAT including drainage channel of £1300+VAT.

This work needs to take place between August 13<sup>th</sup> and 31<sup>st</sup> 2008. LB

Advice to be sought as to the best surface for playgrounds – tarmac or asphalt? LB

**Phase 2** – mark new surface with play designs/shapes and replace garage with larger wooden shed. Timing subject to funds, but ideally as close to August as possible.

**Phase 3** – purchase/installation of outdoor covered sand pit and replace gate with more suitable/secure version. Again timing subject to funds.

The Committee discussed and debated the plans and voted on several proposals:

- Acceptance (by 6 to 3) of coloured designs and racetrack on tarmac/asphalt. Preschool to bring final proposals to the Committee in due course.

- Acceptance (unanimously) of plans for new storage shed (wooden garage style LB

with side opening doors and no windows).

- Acceptance (unanimously) that Clubroom should fund the £1300+VAT costs of the surface drain as this will alleviate current drainage issues. This was passed only if the Preschool fund raising/grants fell short of the full amount required.
- Acceptance (unanimously) that the Clubroom will fund the purchase and installation of a new, more suitable gate. Geoff to investigate design and costs.
- Acceptance (unanimously) that Clubroom would fence off bin area once resurfacing had taken place.
- The proposal from the Preschool to permanently mount outdoor 'posters' on the boundary walls was rejected (by 8 to 1); instead they will be hung only during Preschool sessions (as per the current sign).

GL  
JG

LB

## 2. Correspondence

2.1 ACRE Village Viewpoint received.

2.2 Post Fete Party invite received – various Committee members to attend for presentation of proceeds from fete.

## 3. Caretaker items

### 3.1 Health & Safety Checks

No issues reported other than the ongoing emergency lighting and the strip light in the kitchen.

A new monthly checklist for H&S equipment was reviewed by John F, some modifications to be made.

PM

### 3.2 Fire Risk Assessment

Some actions have been progressed but there wasn't enough time to go through the detail. Paul and John G will review this before the next meeting.

PM/  
JG

Smiths have been contacted and are due to visit again in September; their advice will be sought on many of the actions.

### 3.3 PAT testing

Nick Pridmore has yet to carry this out, if not done on his return from holiday an alternative tester will be found.

JG

### 3.4 Lighting issues

The strip light that filled with water from the leaking valve on the water tank has been removed. It needs to be assessed whether it can be re-installed or needs replacing. Nick Pridmore's advice to be sought when he does the PAT tests.

JG

T James still to quote for repair/replacement of emergency lighting units in ceiling and free replacement of damaged wall track lights. Any work would need to take place after Preschool term but before any decorating (between 27<sup>th</sup> July and 12<sup>th</sup> August).

JG

### 3.5 Segregation of cleaning equipment

Currently the same mop/bucket can be used for cleaning the toilets and the rest of the hall (including the kitchen). Whilst we can't prevent hirers from using the wrong equipment we can mark the different coloured buckets and mops with the areas they should be used for.

PM

## 4. Bookings

4.1 Stitchmarsh have indicated they may not carry on beyond September. This would be the second monthly hirer to fold this year (following the Lunch Club).

4.2 Bookings for children's parties remain strong but we are heading into the usual quiet period of summer holidays.

- 4.3** With the Lunch Club's demise the Friday afternoon slot becomes available for a Preschool session – interest to be assessed with the possibility of running this from September. **LB**
- 5. Marketing the Clubroom**  
Advert for the Clubroom to go out in next issue of 'Village Voice' due within next two weeks.
- 6. Treasurer's Report**
- 6.1** Bank statement received and income/expenditure summary was circulated. **DE**  
Payments made to:  
- Daniel Colby (£45) for replacement of leaking valve  
- Paul Milner (£70.50) reimbursement of payment to Emergency Plumber  
Richard Hankin has not yet been paid for his Fire Risk Assessment – because he hasn't invoiced us! Val to chase him for an invoice; cheque raised in readiness. **VS**
- 6.2 Insurance renewal**  
Three alternative quotes had been got by Di all giving same levels of cover including Trustee Indemnity insurance:  
- Allied Westminster Village Hall Guard: £676.86/yr for 3 years (or £714.44 for just 1 year)  
- Balens Brokers: £695.49 (or £640 if Public Liability reduced to £2m rather than £5m)  
- Zurich: £747.25  
A renewal cost will be sought from AON but we currently pay over £900 without Trustee Indemnity.  
Committee authorised Di to go with Allied Westminster 3 year deal unless AON beat the price with Trustee Indemnity included. **DE**
- 6.3 Forthcoming expenditure**  
Di to ensure £2,000 is available in to cover the insurance payment and drainage costs; in addition to this the anticipated £750 fete donation should cover the expenditure on a gate and fencing in the bin area. **DE**
- 7. Hallmark Scheme**  
This non-essential item was postponed until the next meeting. **ALL**
- 8. Redecoration**
- 8.1** Still no response had been received from either B&Q or Focus for paint/equipment, or in response to Titchmarsh Times plea for assistance. It was decided that we would redecorate one way or another between 13<sup>th</sup> and 31<sup>st</sup> August – even if this ends up being a Committee painting party. **ALL**
- 8.2** AD contacted Jo Daft of Probation Service but has not been contacted by her successor – Alan to chase. **AD**
- 9. AOB**  
Toddler Group play equipment has expanded beyond the shelving units again. This is only temporary due to issues at packing away time this week and will be sorted out. **CB**

**Date of next meeting: 7.30pm Tuesday 15<sup>th</sup> July 2008**