

KNEBWORTH PARISH COUNCIL

MINUTES of the Meeting of the Amenities Committee held on Wednesday 25 July 2018 in Knebworth Village Hall at 8.00 p.m.

Present: Councillors Colin Stringer (Chairman) Rosemary Conybeare, Jenny Harrison, Steve Hemingway and Roger Willocks

In Attendance: The Clerk

1 **Apologies**

There were no apologies

2. **Declarations of Interest**

There were no declarations of interest.

3. **Minutes**

Proposed by Mr Willocks, seconded by Mrs Conybeare and

Resolved: that the minutes of the meeting of the Amenities Committee Meeting held on 17 January 2018 be approved and signed.

4. **Financial Review**

Recreation Grounds income at £3,485 for the quarter is 41% over budget.

Expenditure at £9,057 is 51% under budget.

Village Hall income at £7,607 is in line with budget, although down on hire for the same quarter last year. Expenditure at £8,742 is 28% under budget.

5. **Maintenance**

5.1 Pavilion

The floor in the pavilion is painted concrete, which requires maintenance. The surface is delaminating in the corridor, on the thresholds to the kitchen, in changing rooms and main entrance. No quote was available.

A scrubber drier is used to clean the floors and the current machine is too bulky. The clerk is to arrange demonstrations of smaller machines.

Proposed by Mr Stringer seconded by Mrs Conybeare and

Resolved to purchase paint for the hall walls, subject to Stepping Stones Preschool arranging the redecoration.

5.2 Recreation Grounds

The second gate to the timber play equipment has been broken. One gate has already been replaced with a metal gate and it was agreed that two gates were preferable for the play area.

Proposed by Mrs Harrison, seconded by Mr Hemingway and

Resolved to accept the quote from CPM of £1395 to install an Easy-gate to the play area.

Proposed by Mrs Conybeare seconded by Mrs Harrison and

Resolved to accept the quote from Village Trees of £1420 to pollard the lime avenues in the recreation grounds

Proposed by Mrs Conybeare seconded by Mrs Harrison and

Resolved to accept the Village Trees' quote of £820 to cut the hedges in King George V playing Fields.

5.3 VH toilet

The clerk met with a contractor regarding redecoration of the hall toilets. He cannot undertake any work on the main hall toilets until issues with the damp proof course are addressed. The clerk is to contact Regency Preservation to obtain a quote.

5.4 VH Sound system

The offer of assistance to install a new sound system in the village hall is not forthcoming. A company with knowledge of sound systems, noise limiters and hearing loops has reviewed the system and prepared a first quote of £11,945. The committee considered this to be too high. Mr Willcocks is to prepare a specification for the sound system to obtain alternative quotes.

6. Signage

The committee reviewed the signage for the recreation grounds. Mr Stringer is to produce mock ups of the entrance signs.

Proposed by Mr Hemingway, seconded by Mrs Conybeare and

Resolved: to purchase four signs for the two enclosed children's play areas at a cost of £200.

7. Village Hall Access

The committee discussed disabled access to the committee room and agreed that it should continue to be via the main hall. The clerk is to confirm liability should an issue arise when accessing the committee room via the main hall by a different hirer.

8. Hire Documentation

8.1 To review and approve community event documentation

Proposed by Mr Hemingway, seconded by Mrs Conybeare and

Resolved: to approve the community event documents.

8.2 To review and approve village hall hire documentation

Proposed by Mr Willcocks, seconded by Mrs Hemingway and

Resolved: to approve the amended village hall hire documents.

Proposed by Mr Willcocks, seconded by Mrs Conybeare and

Resolved: to approve the deposit retention when a hirer fails to comply with the terms and conditions of hire.

9. Norton Green Common

Proposed by Mr Stringer, seconded by Mr Hemingway and

Resolved: to accept Frank Cooper and Sons' quote of £360 to cut the meadow.

10. Any Other Business

There being no other business the meeting closed at 9.49pm

Chairman _____

Date _____

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