

Clopton Village Hall Committee Meeting
Thursday 9th December 2021
At Clopton Village Hall

1. **Present** : Diana Dawson, David Hayhow, Della Hughes, Sue Christensen. Pete Raffell, chair of Clopton Parish Council also attended the meeting.
2. **Apologies** : Richard Taylor, Doris Main.
3. **Minutes of the last meeting on 9th September 2021**: Already circulated. Approved and signed by Diana.
4. **Matters arising** : The new cleaner is proving to be very good. The new karate classes have been running, but the instructor is dropping the adult class because of poor support.
5. **Treasurer's Report** : David circulated a summary of the hall's financial position from 1st January to 9th December 2021. The income was £2723.50, and expenditure £2686.31, giving a trading profit of £37.19. The balance in the bank on 9th December was £5899.32.
6. **Grounds** : Wood preservative has been purchased to treat the play equipment.
7. **RoSPA report** : Saplings have been planted in the gap in the hedge. The rabbit hole under the picnic table has been refilled again. The burn mark on the picnic table top has been smoothed. The sagging wire over the field is not electrical, and therefore not a safety issue. However, Open Reach has been contacted to rectify. The goal posts need repainting. Sue suggested we ask for volunteer help through Clopton News.
8. **Play Equipment** : A resident has requested that some play equipment should be provided for very young children. David to visit and photograph equipment in nearby play areas to give us some ideas.
9. **Hall Maintenance** : One of the ladies' toilets is very noisy after flushing, probably due to a air-lock. The lobby doors need revarnishing. The kitchen unit plinths need replacing.
10. **Investigating new lighting and heating systems** : A quote of about £3000 has been obtained for replacing the main hall's fluorescent tubes with 20 LED ceiling panels. David and Pete felt that this could be done much more cheaply with volunteer labour. Diana pointed out that electrical installations in a public building must be supervised and inspected by a qualified electrician at every stage before being signed off on completion. This would add significantly to the DIY costs. Sue queried whether the hall's public liability insurance would cover unqualified volunteer carrying out potentially dangerous work in the roof space, in the event of injury. The plan would be to improve loft insulation at the same time, and to provide more side lighting.
Two quotes have been obtained for heat pump installation. Greenscape quoted £22,000 for an air-to-water heat pump and new larger radiators. This would heat the whole building and the water. Sapphire quoted £10,000 for an air-to-air heat pump for the main hall only. This would not heat the water. It was decided to keep the existing boiler going for as long as possible, to await technical improvements and cost reductions.
11. **Understanding the new lease** : The Tenant's Covenant of the new lease states that the tenant, i.e. the Management Committee, is obliged to 'keep the premises in good and substantial repair, condition and decorative order.' There was a long discussion about what 'good and substantial repair and condition' actually means in practise.

The Management Committee interprets this to mean that it is responsible for maintaining the existing fixtures and fittings only. When upgrading or replacement is necessary, this is the responsibility of the landlord, i.e. the Parish Council. The PC feels that improvements and replacements should be included in the definition of 'repairs' and are the responsibility of the tenant. No agreement was reached.

12. **A.O.B.:** The bottle bank is filling very quickly, possibly due to illegal commercial use, with litter dumping around the bins. Della felt it would help if the bin lids were locked. The council has been notified.
- 13 **Date of next meeting :** Thursday 3rd February 2022 at 7.30pm.

Meeting closed at 4.05 pm.