

**MINUTES OF THE ROADWATER VILLAGE TRUST MANAGEMENT COMMITTEE MEETING  
HELD AT THE VILLAGE HALL ON MONDAY 1<sup>st</sup> JULY 2013 AT 8.00 pm**

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**PRESENT:** Edward Townsend, Mary Coles, Christine Harris, Sarah Wetheridge, Ginnette Bowyer, Julia Eggar, Moira Lea, Rosmarie Nettleton, Debbie Dennis, Brian Chinn, Christos Yianni  
In attendance on behalf of the Players and the Cricket Club: Chris Marshall

**APOLOGIES:** Paul Richards, Jackie Heard, Gemma Bush, David Geary, Anne Foster, Mo Best, Rob Wilson

**3. MINUTES OF THE PREVIOUS MEETING**

The minutes of the previous meeting (29/04/13) were approved as a correct record except for Item 4.2.2 which should read 'see saw' not 'slide'.

**4. MATTERS ARISING**

**4.1 Hall Maintenance and Safety Work**

**4.1.1 General maintenance**

The drawers in the kitchen had been repaired.

The guttering above the lower hall had finally collapsed and was in danger of falling down. Debbie Dennis was asked if she could contact Richard Beaven to see if he could remove and replace the guttering. An elevated platform or scaffolding might be required for this. ET to ask Chris Sampson the name of his roofer in case Richard was unable to do the work

**ET/DD**

**4.1.2 Cracks in East Wall**

Steve Eggar was requested to get a reading before the next meeting so a further comparison could be made.

**SE**

**4.1.3 Surface water drainage from Mount Lane**

ET to chase the Highways Department to find out the result of the CCTV camera survey.

**ET**

**4.1.4 Heating & Boiler**

SE was to purchase and fit 2 carbon monoxide monitors - 1 in the boiler room and the other outside the pellet store.

A rake with an extended handle was needed for the pellet store to avoid having to climb inside. Sean Hardman to be asked if he could possibly make/adapt one, or purchase one at a reasonable price. There have been further problems with the boiler and it needed to be sorted out before the heating was required again. One issue that was mentioned was the hirers' use of the override button for the heating and the possibility of it then being left on for a day or two. It was suggested that a notice be made reminding users to ensure heating and lighting had been switched off when leaving the premises. Also a reminder would be sent round to reps of hall users to pass on to their members at the appropriate time in the autumn.

Optimum to be approached to find out the cost of using free electricity from the PV panels for the water heaters etc as had been discussed at the previous meeting.

**ET/SE/MC**

**4.1.5 New steps to front of Hall**

This matter was 'on hold' for the present until more information had been obtained from the Highways' survey.

## **4.2 Recreation Ground**

### **4.2.2 Existing Play Equipment - See saw**

Neil Gregory no longer had his mini digger and the removal of the seesaw would be more difficult. It was suggested that Paul Sawatski be asked as he had more suitable equipment. **MC**

### **4.2.3 Trees and Sale of Environment Agency Land**

MC had received a further email from Kevin Coombes (Environment Agency) on 24<sup>th</sup> June to say that the sale of the Agency land in Roadwater was with their agents, Stags, and as soon as he had more information he would let us know. He also attached a chart showing when it was the correct time of year to carry out tree, bush and vegetation work in answer to MC's comment that we would have to undertake the work ourselves if nothing was done. **MC**

### **4.3 Dog fouling signs in front of Hall**

Ginnette Bowyer had now obtained signs for the front of the hall. Richard Atkinson to be asked to put them up where appropriate. The dog fouling was still taking place. **ET**

### **4.4 Improvements Phase 3 - New Playground Equipment**

The comments from children and adults about the Playdale equipment had been collected at the Big Breakfast in May. Mary Coles was to invite Wicksteed, and possibly another company, to offer a playground plan to compare with Playdale. More research on the play areas elsewhere was to be done and the maker of the equipment noted. Information gathered to be presented at the September meeting. **MC /SW/JE**

### **4.5 New Purchases**

JE was to investigate prices of heaters to use in an emergency, similar to those loaned to the hall. **JE**

DD offered to get further quotes for the lower hall as it was now decided to replace with a non-slip, light, laminate flooring instead of carpet. **DD**

### **4.6 Broadband System**

SE had investigated some cheaper options for a broadband connection: BT- £27 per month or Eclipse - £19.95 but the specification for this was not defined, SE was waiting for more information. Brian Chinn proposed that a broadband connection be installed in the Hall, this was seconded by Chris Harris and carried unanimously. Sarah Wetheridge suggested it be run until the end of the contract (1 year) and reviewed before renewal. **SE**

### **4.7 Hallmark Award**

MC had sent in the form for Hallmark 3 and needed to forward a cheque for £20 to cover the cost of expenses for the Hallmark visitors. It was hoped the inspection would be completed by the beginning of September. **SW/MC**

### **4.8 Lighting – Roadwater Players**

SE said that he had looked at the lighting and the following work needed to be done as he explained to Chris Marshall:

- earthing of all lights because they had metal fittings
- safety chains fitted
- light control box should be labelled (BC)

SE had sent an H&S report to CM and copies to some of the Trust committee. SW said that she had noticed red lights on all the new lights and a buzzing noise emitting from them when they weren't in use. She had switched them off after some difficulty. CY thought the system was ridiculous and the lighting a mess. He tried to explain the present system and added that Dave Walder had to be

called out because the lights weren't working properly and no-one could remedy this. CM was to arrange a meeting with CY and SE when possible. **CY/SE**

**4.9 Local Flood Alert Plan store sheds etc**  
Further information about the above to be brought to the next meeting. **MC**

**4.10 Path to Watersmeet from the Hall Car Park**  
Costings for a suitable surface for the path to be brought to the next meeting. **MC**

**5. REPORTS**

**5.1 TREASURER**  
The Treasurer's report was as follows -

**Balance at 01/07/13**  
**Cash and Bank Accounts**

CAF	19,074.88
Current	3873.02
Petty Cash	<u>28.27</u>
<b>Total</b>	<b><u>£22,976.17</u></b>

The £500 cheque towards the playground equipment from the local SCC Councillor's fund via the Parish Council had been received but was not yet banked.

**5.2 FUND RAISERS**  
Chris Harris reported on recent fund raising activities  
£65 May Big Breakfast – more money had been raised but used for kitchen equipment  
£506 Sarah's Book evening  
£206 June Big Breakfast  
The total raised so far this year by the group was approximately £2000 for playground equipment

**5.3 COMMUNITY CINEMA**  
CY said that the cinema group would be reviewing the first year of the cinema at their next meeting. A lot of lessons had been learned and would be put into practise. They were to devise a rota for setting up the equipment which would need 5 or 6 more volunteers There would be a certain amount of commitment involved for anyone coming forward to help. DD suggested that maybe the children's matinees should only run through the winter months as summer Saturday mornings were popular for other activities. CY said they would be looking into film show times popularity. **CY/ET**

**5.4 BUSINESS PLAN**  
It was agreed that the Business Plan had been updated with all the information required and was an ongoing working document for the Trust. Those involved were thanked for their work.

**5.5 FETE**  
A request was made for material to make a return shute of approx 30ft for the skittles and also cakes for the tearoom and the cake stall. MC reported that plans were well 'in hand' despite some regular helpers not being able to assist this year. In the majority of cases replacement help had been obtained. Thanks to all those who were putting in their time for this big fund raising event.

**6. CORRESPONDENCE**

There was no correspondence to discuss.

**7. HALL HIRING FEES 2014**

JE advised members that 6 weddings had been booked for next year and she wanted to ensure that everyone was aware of this because, during the summer months, it meant the cricketers had to work with the wedding organisers. For one of these weddings there had been a request for no cricket to be played and JE had spoken to CM before the fixtures were drawn up. It was agreed that an extra £50 should be charged for this wedding and for any similar requests in the future. CM hoped that this would be restricted to a minimum as there were two teams playing alternate weeks and it would be difficult to reschedule matches. SW commented that she did not think the wedding hire charges were sufficient (£150 local; £250 other) and extras should be added to this eg corkage, use of extra electrical equipment etc. JE said the core amount couldn't really be changed for those weddings already booked. It was agreed that SW and SE should review the rates for the future. SE mentioned the possibility of having a winter and summer rate. **JE/SW**

**8. TRUST INSURANCE**

CM, speaking on behalf of the Cricket Club, explained that there had been a problem with a recent insurance claim at a West Somerset club. This had caused an appraisal of their present insurance, some of which is undertaken by the Trust. There was difficulty establishing who was responsible for what and it needed clarification. Ownership of the machinery shed was queried but because it was on Trust land SE said it needed to be checked for safety whoever owned it. DD said she would invite the AON insurance representative to a meeting convenient to the Club and the Trust. DD, ET, MC, SE to be present from the Trust. If possible, a meeting to take place between both organisations prior to that with AON. **DD/SE/ET/MC**

**9. DATE OF NEXT MEETING**

Monday 23<sup>rd</sup> September at 8 pm.

**10. ANY OTHER BUSINESS**

Penny (?) and Helen Knight had asked ET if they could speak for 5 or 10 minutes about the present dog ban on the recreation ground. It was agreed that this would be possible.

CH requested that the Hall purchase a large filter coffee machine for breakfasts and other events. The maximum cost was £200. This was agreed.

SE said that electrical appliances/extension leads used in the hall should be PAT tested. ML and SW said they would get their members to bring in sewing machines and leads to have this done.

CM spoke to the meeting about the Cricket Club effort to raise money to replace the old gang mowers at the end of the season. They would be of mutual benefit to the Trust and Club, it was hoped a contribution could be made from Trust funds. Reconditioned mowers would cost between £5,000 and £6,000. This was agreed in principle and was to be brought to the next meeting. Security, insurance etc would need to be checked for the new equipment.

The meeting closed at 10.20 pm.