

Queen's Hall Committee
Minutes of a Meeting held at 8.15 pm on 5th February 2009

Present: Mrs King (Chairman), Mrs Macintyre (Vice-Chairman), Mr Salisbury, Mr Gregory,
Mr Gallagher and Mrs Burgess

In Attendance: Mrs Jones (Clerk)

216 Election of Chairman and Vice Chairman: It was proposed, seconded and resolved that Mrs King be elected as Chairman of the Queen's Hall Committee. It was proposed, seconded and resolved that Mrs Macintyre be elected as Vice-Chairman of the Committee

217 Declarations of Interest

Mrs King and Mrs Burgess declared a personal interest as members of Cuckfield Museum.

218 Budget Statement

The budget statement had been circulated previously. It was noted that income from regular users was lower than expected. Two regular users had given up their bookings and currently the main hall was only used on the occasional Friday for the Craft Fair. It was agreed that action needed to be taken to increase bookings on Fridays. The additional building costs incurred on the corridor had had a large impact on the figures and the licence costs had been exceeded due to the renewal of the four yearly civil ceremony licence. Other costs were generally in line with budget

219 Maintenance of the Queen's Hall

The Chairman reported that in some areas the maintenance was ahead of the programme. Key items in the programme for next year included the exterior re-decoration, work to the windows in the Council Chamber and Library, re-sealing of the floors in the entrance and lobby and the purchase of new chairs. An additional problem of damp in the corridor underneath the War Memorial Plaque also needed to be resolved.

Funds for these works would be limited to the budget and it was agreed that estimates now be obtained. Mr Gallagher would contact a stonemason with regard to the stone windows and also with regard to the removal of the outside bronze plaque.

220 Cuckfield Museum

A letter had been received from the Museum Trustees regarding a determined use of the old Parish Council Office by the Museum for a five year period. Concerns were raised regarding both the public liability, including access and egress for people using this area for Museum business, as well as fire regulations. There were also concerns regarding liability for any property kept on Council property. It was also considered that the Parish Council could have need of this space in the future and it would therefore not be appropriate to enter into an agreement with the Museum for the long term use of the room. It was agreed that the use of the room as a resource centre would be an asset to both the Council and Museum and of benefit to local people. After further discussion it was agreed that there was a need to clarify the position and to write to the Insurance Companies accordingly.

221 Queen's Hall Website

This was now up and running. The Chairman thanked Stephen Salisbury for his work on the site. A discussion followed regarding links for the site. It was considered that this should include the local churches and those who had advertised in the wedding brochure currently under preparation.

222 Clearance of the Basement and Treatment the Decking

It was now several years since the basement had been cleared and a lot of objects had accumulated. Mr Salisbury and Mr Gregory agreed to remove some of this, including the flue liner left following the installation of the new boiler.

The decking was extremely slippery when wet. There were two possible solutions; one to remove the decking and replace with anti-skid boards or, secondly, to clean and rout out the boards to give a better grip. Both would be costly. Mr Salisbury agreed to undertake some research into this.

223 Staffing Matters

The Chairman stated that there was a need to establish some regular hours for staff and a meeting would be arranged shortly to discuss this with them. A job description and person specification had now been prepared for the assistant and it was agreed that an advertisement be placed after half-term with a view to someone starting employment in May.

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