

**Meeting of the Queen's Hall Committee**  
**Minutes of a Meeting of the held on 26<sup>th</sup> November 2009**

Present: Mrs King (Chairman), Mrs Macintyre, Mr Salisbury, Mrs Revell, Mr Gregory, Mr Gallagher

In attendance: Mrs Jones (Clerk), Mr Blanch

**185 Apologies for Absence** were received from Mrs Burgess

**186 Declarations of Interest** There were no declarations of interest regarding any items on the agenda.

**187 Approval of Minutes of Previous Meeting** The minutes of the joint meeting held on 17<sup>th</sup> September were taken as read and confirmed as a true record.

**188 Maintenance of the Queen's Hall**

**188.1 Flooding:** As members were aware, the basement of the hall had been subject to flooding to a depth of over 12". This had resulted in the boiler having to be decommissioned. The basement had been pumped out on two occasions but if there was further heavy rain there would be more flooding and it was therefore not practical to re-commission the boiler at present. Electric heaters had been hired for temporary heating. A claim had been lodged with the insurance company and a visit from the loss adjusters was awaited. A surveyor had inspected the building and recommended that the drains be cleared with a new floor leading to the drain with a pump to clear the basement of water. However, it would not be possible to undertake this work immediately as the work would need to be approved by the insurers and would have to be scheduled in with the builders.

**188.2 Green Room:** An estimate for the repairs to the Green Room had now been received at a total cost of £1742. The work required was not as extensive as originally feared and it was agreed to put this work in hand as soon as possible.

**188.3 Other Works:** The exterior re-decoration was now complete and the scaffolding would be removed shortly. The repairs to the stonework were awaited and the new windows for the council chamber would be installed before the Christmas holiday.

**188.4 Chairs:** The new chairs had now been delivered and the old ones had been placed on 'freecycle' and were to go to a local charity.

**189 Forward Maintenance Programme**

The clerk had circulated a forward maintenance programme for work at the Queen's Hall. This was agreed by the committee. It was agreed that the works to be basement should be removed from the 2010-2011 period as they would be required during the current financial year.

**190 Budget Statement and Precept and Budget for the Forthcoming Financial Year**

The clerk had circulated this information to members. It was noted that despite the additional expenditure forecast due to the unexpected works to the green room and the new chairs, the

forecast expenditure was in line with the budget. However, no figure had been allowed for the work due to the flood damage in the current year but additional funds had been allowed in the

2010/11 budget for this work. It was agreed that these costs would be incurred during the current financial year with the funding taken from reserves, hopefully offset by the insurance.

It was agreed that the precept as set out in the draft budget of £17,700 be put forward for approval by the Finance Committee.

### **191 Specification for Replacement Lighting at the Hall**

When the hall had been refurbished, the specification for the lighting had been reduced on cost grounds. The current lighting was inadequate and several of the fittings required replacement. New lighting would be more energy efficient and result in lower costs. Consultants had agreed to carry out a survey at a cost of £900.00. It was agreed to accept this quotation and to put the work in hand as soon as possible.

### **192 Risk Assessment Action Plan**

The Action Plan had been previously circulated. This had been prepared by the clerk's assistant who was thanked for her work. The Plan was approved by the committee and signed by the Chairman. The risk assessment included advice to staff on manual handling, ladder work and coshh arrangements. It was pointed out that a register needed to be kept with information on the various substances. This would be put in hand as soon as possible.

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