

**MINUTES OF THE MEETING OF THE
VISCOUNTESS BARRINGTON'S MEMORIAL HALL AND RECREATION GROUND TRUST
HELD IN THE MEMORIAL HALL, SHRIVENHAM ON MONDAY 7th JULY 2008**

PRESENT: Councillors R Bartle
Councillor Mrs S Day (Chairman)
Councillor K Downton
Councillor C Holman
Councillor S Howell
Councillor Mrs P Mullin
Councillor P Saunders
Councillor S Spencer
Councillor G Tidmarsh
Councillor B Watson

In attendance Mr D Pratt

APOLOGIES: Cllr Mrs C Dawson

928 MINUTES OF THE PREVIOUS MEETING

The minutes of the Meeting of 9th June were approved and signed, with the addition of Minute 921 to read on line 2

"6000 page hits per month to the site"

929 MATTERS ARISING

917/908 Dog Policy. The "Dogs on Leads" signs are now in place.

917/914 Manor Lane Entrance. Mr Muir is now in possession of the gates but there was some confusion regarding the siting of the gates. Cllr Watson suggested a revised design for the whole area. The Chairman proposed to meet with Mr Muir and Cllr Watson to make certain that the design was correct.

919 Cigarette Bins. Since encouraging smokers to use the back of the Hall rather than the front, it had been identified that the cigarette bin was obscured by the rear door. Mr & Mrs Twitchen had spent considerable time sweeping up cigarette ends after the last wedding. The Chairman proposed that the bin be resited. Whilst discussing this item, Cllr Tidmarsh informed the meeting that at a recent event the doors had been left open to provide a breeze but that as there was no mechanism to hold the doors back, chairs and fire extinguishers had to be used. Cllr Saunders mentioned a product called door guards which allow doors to remain open but are activated to close when there is a high pitched noise such as a fire or smoke alarm.

922 Window coverings. The Chairman had not had sufficient time to measure the windows for curtains and blinds.

923 Light for Disabled Ramp. Had been installed and was working.

924 Cycle Racks. The racks had been ordered and an estimate for installation had been approved at a cost of £440.

925 Car Park. The Secretary had written a letter to Messrs Cooper Clarke to reinforce the letter from Dean Spencer. Cllr Watson said it was difficult to understand why this mounding was occurring and thought that a small gap cut around each square could be the answer. Cllr Spencer was sure it was the manufacturer's liability as it was the same problem as last year and, should they not accept liability then the Trust should take them to court. Cllr Watson suggested the Trust carry out the repairs and charge the supplier at cost. Cllr Spencer did not believe the grids were up to specification and thought that a court case would bring all the parties involved together. This would probably involve an independent arbiter. Cllr Watson had built up a photographic file of evidence but was concerned that the affected area was not marked in any way. It was proposed that four wooden posts be erected with warning tape

attached. Cllr Tidmarsh preferred the plastic grids to loose gravel, adding that having identified a health and safety issue, the Trust would hold the manufacturers responsible for any claims. Cllr Holman could not see why the health and safety risk that had been identified should not be taken by the manufacturers.

930 ACCOUNTS

Cheques paid in June and for payment in July were approved.

931 ANNUAL ACCOUNTS

The Trustees examined the annual accounts and on the proposition of Cllr Howell, seconded by Cllr Holman, it was **resolved** to accept the accounts. Cllr Saunders noted that the payments to R T Harris & Son for electrical tests were high. He proposed that the Trust go out to tender and that he would supply contact information for one company.

932 CHAIRMANS ANNOUNCEMENTS

Footpath across the Recreation Ground

The Chairman informed members that the County Council Budget to provide safer ways to school had been slashed and that there was no provision for a pedestrian Crossing on Highworth Road. A traffic survey had been carried which showed that there was no need to make this provision. This impacted on the proposed all weather surface path across the Recreation Ground and removed part of the urgency to make a grant application. There was a possibility that by moving the School Crossing Patrol Officer to Highworth Road flashing lights would need to be installed and a better case made for the Pedestrian Crossing. Cllr Watson asked if this would remove the need for the Pedestrian Crossing close to the school. Cllr. Tidmarsh observed that there was particularly heavy traffic on a Friday and he was concerned at the speed of traffic approaching the Village. Cllr Bartle reminded members that we were talking about our children and we have a duty to keep them safe. When was the traffic survey carried out and at what times? The Chairman pointed out that many children particularly on Wednesday used this route and she would take the matter up with the Chairman of the PTA and the Head Teacher.

933 WEB SITE

Cllr Howell reported that there had been 1210 site visits in the month and that to date there had been approximately 6000 hits. This equated to between 30 and 40 hits per day. He was hopeful that discussions during the next 2 months would result in a new Hall Booking system integrated into the Web site. The Secretary was instructed to set up a standing order to pay the Web Designer.

934 VAT REGISTRATION

The Chairman reported that the Accountant had drawn their attention to the services offered by the Trust, such as theatre lights, piano etc, which should be charged plus VAT. The Trust was not registered and the amounts charged are small. Conflicting advice had been received from the Auditor that there was no need to register. Cllr: Holman and Howell will gather information at the same time as they deal with the Council VAT.

935 RISK ASSESSMENT.

Cllr Bartle explained that the assessment had proved difficult but was now at a stage where a draft could be prepared. With Cllr Watson he had discussed the possibility of the Trust and Council becoming one entity. He pointed out that the administration was carried out by the same staff and an amalgamation could simplify affairs. Trustees agreed to discuss the matter at the September meeting. It had been identified that some of the Hall Doors were fitting badly and that smoke strips needed fitting.

936 RESPONSE TO A PUBLISHED LETTER CONCERNING THE TRUST.

Trustees were circulated with a letter of response composed by the Chairman. A number of comments were made and the Chairman was authorised to submit a letter of response for the next edition of the News.

937 REQUEST FOR DONATION FROM CHESTNUT TREES PRE-SCHOOL.

A request for a donation towards a broken cupboard had been received. The cupboard had been damaged during the Mayday weekend and it was uncertain whether the Cricket Club or participants in the Mayday celebrations had caused the damage. **The Trustees declined to make a donation as** it was felt that the Pre-school should make a claim on their Insurance Company. Cllr Saunders reminded members that during his Chairmanship, a copy of the Pre-school accounts had been requested. This had revealed that the school was able to provide funds for a number of items. Cllr Tidmarsh suggested that a notice be displayed not to sit on the cupboard.

938 FLOODLIGHTING MUGA

The Chairman reported that the Football Club were willing to allow the proposed supply to their lights to be tapped into for the lights to the MUGA. Cllr Watson was concerned that the arrangement with the Club was not ideal and that a separate supply should be installed. Cllr Tidmarsh reminded members that the Trustees had agreed to obtain costs before taking a decision. **Cllr Watson undertook to contact a qualified person to obtain advice on the number and type of lights** required and a rough estimate of costs.

The meeting closed at 10pm .