

ETWALL PARISH COUNCIL

**Minutes of Frank Wickham Hall Committee  
held on Monday 20<sup>th</sup> May 2019**

- Present:
- | <b>Committee Members</b> | <b>Non Committee Members</b> |
|--------------------------|------------------------------|
| Cllr D Neal              |                              |
| Cllr A Kirke             |                              |
| Cllr N Ireland           |                              |
| Cllr B Payton            |                              |
| Cllr A Whitehouse        |                              |
| Cllr A Muller            |                              |
| Cllr D McDonald          |                              |
- 644 **Apologies for Absence** – None
- 645 **Declaration of Interests** – None
- 646 **Minutes of the meeting held on 18<sup>th</sup> March 2019** – Approved at full council meeting.
- 647 **Election of Chair** – Cllr Neal was nominated, seconded and unanimously elected Chair.
- 648 **Election of Vice-Chair** – Cllr Whitehouse was nominated, seconded and unanimously elected Vice-Chair.
- 649 **Public Speaking** – None
- 650 **Project Update** – Cllr Neal reported that the M&E Consultants would be carrying out their inspection the following day. Once this had been carried out the final drawings were expected. Cllr Neal to meet with Cllr Payton to check these. Cllr Muller agreed to assist with the choice of finishings. It was still hoped to start work in September. Efforts to be made to find accommodation for the Pins and Needles Group during the period of the work.
- 651 **Procedure for Access to the Hall** – The Clerk to ask for confirmation from the Pre-School that person documents are no longer kept in the store cupboard unless in a locked cupboard. The procedure for access to the hall during Pre-School sessions was amended slightly as per the attached.
- 652 **Review of Hall Hire Bookings** – The cyclists had used the hall for a number of years during the summer months but this year had reduced their booking and were not hiring the hall every week. The Booking Clerk had received a number of enquiries wanting a slot every week throughout the year so it was decided not to accept a booking from the Cycle Club for 2020 but to hire the hall to a regular hirer.
- 653 **Risk Assessment Update** – This was reviewed and no changes made. Both the general risk assessment and the fire risk assessment to be reviewed after the work had been carried out to the pavilion.

654 **Any Other Business**

- (a) The question of repairs and maintenance was discussed. It was agreed that all repairs and maintenance would be carried out by professional contractors unless they were extremely basic. A discussion took place on the cleaning of the lights and fans and whether the ceiling should be lowered.
- (b) The provision of a sound system was also mentioned. IT WAS DECIDED to review the quotation for an updated system received in December 2018 and perhaps obtain additional quotations.

655 **Date of Next Meeting** – To be decided.

Signed .....

Date .....