

ETWALL PARISH COUNCIL

Minutes of a meeting of the Frank Wickham Hall Committee
Held on Monday 17th September 2012

Present: Cllr Bennett)
Cllr Ireland)
Cllr Cresswell) Committee Members
Cllr Payton)
Cllr Fox)

Cllr Warburton Non Committee Member

398 **Apologies for Absence** – Cllr Patten and Cllr Muller

399 **Declaration of Interests** – None

400 **Minutes of the Meeting held on 16th July 2012** – These had already been agreed as a true and accurate record and signed by the Chairman.

401 **Public Speaking** – No members of the public present

402 **Finance**

- (a) IT WAS DECIDED to purchase a manual hot water boiler (20 litre) at a maximum cost of £138.00 including VAT together with a large plastic jug to fill the water boiler. Instructions on its use were to be displayed and the risk assessment amended.
- (b) Attempts had been made to obtain quotations for work associated with the boiler. Clarification was required on the work identified by the Gas Safe Inspector and a letter to be sent to Etta Plumbing to ask if they wished to still be considered for the work.
- (c) The Pre-School had expressed a desire to keep the pay phone whilst other organisations found it a nuisance as cold calls interrupted their meetings. Two options were to be considered:-
 - (i) the Playgroup to be asked if they would be willing to take over the telephone line rental;
 - (ii) a quotation to be obtained to move the telephone point to allow broadband to be installed to allow remote access to the CCTV. This would need approval of the Parish Council as the cost would be their responsibility.

403 **Risk Assessment** – The risk assessment was reviewed and no changes made.

404 **Fire Risk Assessment** – Cllr Bennett and Cllr Fox to undertake the annual fire risk assessment.

405 **Compilation of List of Keyholders** – A letter to be sent to all members and local organisations and employees asking who has keys to the Frank Wickham Hall.

406 **Inspection Report – List of future Projects** – Following an inspection of the building, Cllr Bennett circulated a list of possible future projects. It was suggested that quotations be obtained in order that a decision could be made on which items could be included in the budget or whether grants could be obtained.

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

Signed

Date