

**Meeting of the Blyburgate Hall Operational Group held on Tuesday 10 July 2018  
at 3:30pm in Blyburgate Hall**

**Present:** Councillors Janney (Chair), Brambley-Crawshaw and Stubbings  
Claire Boyne (Clerk)  
Mrs Margaret Sabberton  
Mr Brian Sabberton  
Mr Roger Andrew

**1. APOLOGIES FOR ABSENCE**

Councillor Topping and Mrs Langeskov.

**2. TO AGREE THE NOTES OF THE MEETING HELD ON TUESDAY 8 MAY 2018**

The notes were agreed as a true record.

**3. MATTER ARISING FROM THE MEETING**

**Window and gutter works** – The gutter works had been completed but quotes were still being sought for the window repairs. Matt Carter who was carrying out the renovations to the cottage had been asked to quote and Daniel Ellis had also been approached

**Planters for outside Ambulance Station garage doors** – These were now in place.

**Fire Risk Assessment** – Charlie had followed up the action points from the Risk Assessment.

**Patrolling of car park** – The council had agreed a contractor in respect of parking enforcement and so signs would soon be erected and enforcement could begin via the photo app. There was a discussion as to whether letters should be left on the frequent offenders' cars warning of the new system, but it was agreed that the signage would provide the warnings.

**WiFi in the hall** – The Assets & Environment Committee had deferred the decision to install WiFi until there was a demand for it. There would be a potential cost of up to £45 per month if it was installed.

**Lighting in the hall** – Two quotations had been received, one from Townsend Electrical to replace the 10 existing lights with 6 dimmable (£1,566.17), LED lights and the other from JEM Electrical Contractors to replace like with like, plus the two lights over the stage (£2,260). The group agreed that it would better to opt for like for like replacement to ensure there was enough light. The hirers always had the option to dim the lights if needed. It was important to ensure that the stage lights and the rest of the lights were operated by two separate switches.

**RECOMMENDATION TO THE ASSETS & ENVIRONMENT COMMITTEE**

To consider the quotations for the replacement of the lights in the Blyburgate Hall with dimmable LED's

**Swift Boxes** – The swift boxes were installed on the Bell Tower and none were installed on the hall.

**Publicising the Hall** – The chair would progress this.

**4. TO REVIEW THE SETTING OUT OF CHAIRS AROUND THE EDGE OF THE HALL**

The system of leaving 40 chairs around the edge did not seem to be working. Also the tables that were supposed to be left in the kitchen were being put away in the cupboard. It was agreed to persevere with this and Mr Tidy would be asked to set 30 chairs out each morning if they had been put away. By reducing the number by 10 this might work better for some groups.

**5. TO CONSIDER REDECORATING THE DOWNSTAIRS DISABLED TOILET**

It was agreed that the downstairs toilet required a refresh as paint was peeling off some of the walls.

**RECOMMENDATION TO ASSETS & ENVIRONMENT COMMITTEE**

To carry out redecoration in the downstairs disabled toilet of Blyburgate Hall

**6. TO CONSIDER THE INSTALLATION OF AIR CONDITIONING AT THE HALL**

It was agreed that this would be too expensive to install and run. There was the option to open the windows if the hall was too hot.

**7. TO CONSIDER THE USE OF THE HALL GARDENS FOR EVENTS IF THE COTTAGE GARDEN IS FENCED OFF**

The group agreed with the principle of the proposal.

**RECOMMENDATION TO ASSETS & ENVIRONMENT COMMITTEE**

To progress with the fencing off of the Cottage Garden so that the hall has a garden area that can be used for events

**8. ANY OTHER BUSINESS**

It was noted during a walk around the hall that the mezzanine area was receiving some damage. It was not known which groups used the room on a regular basis. The roof gully also required clearing out as this was causing a damp problem on the wall of the mezzanine.

Mr Andrew raised the issue of watering the planters at the Ambulance Station and he agreed to liaise with the caretaker regarding this. The tree in the car park also required watering. The tap on the back of the Ambulance Station had now been fixed.

Mr Andrew pointed out that on the Entertainment Licence the playing of recorded music could only start at noon on each day. It was agreed that this needed amendment.

Mr Andrew asked to be sent the monthly booking calendar and he said it would be helpful if it stated on the calendar whether it was the Ambulance Station or the Hall that was being hired.

**9. DATE OF NEXT MEETING**

The date of the next meeting was agreed as **Wednesday 12 September 2018 at 3:30pm.**