

**Minutes of site meeting of Templeton Community Council Thursday 1<sup>st</sup> August 2019  
Held in Hall.**

Present: Cllrs Peter Morgan, Elwyn Morse, Liz Burns, Barbara Priest, Charles Hughes, Mark Simpkins, Jason Jennings, the Clerk, and the contractor for the Hall work.

The meeting stemmed from a request by the contractor to clarify some details for the ongoing renovation contract.

Fire alarm and security. It was agreed that initial access for Hall users would be via either the current main door or via the new north door. Both of these would be fitted with a keypad or other suitable access system, with an alarm. The equipment for the alarm and CCTV would be within a locked cabinet in the utility room. The alarm would set itself after 30 minutes of no internal movement in the building.

The main door was a feature the Council wished to retain, but it could not be draught-proofed adequately. Therefore it was agreed to use it internally, potentially as the door to the storeroom, and provide modern doors to the entrances to the Hall.

The use of electricity by Hall users had been using a coin meter for heating. It was agreed this was impractical for the new Hall layout, and the heater use had not covered electricity used in the kitchen equitably. The hire charges would be reviewed to include electricity use for the rooms requested, and the kitchen would be locked unless it was included in that hire agreement, for food hygiene as well as health and safety reasons.

The provision of a projector was discussed, and it was agreed the contractor should investigate what provision for both slides and films could be made. Internet connectivity would be provided in the form of wifi, with users required to supply their own laptops etc. Potential suppliers would be investigated as regards pricing – the contractor could provide a pole for the external wiring.

Samples had been seen previously for the flooring – these would be reviewed nearer the actual date when it would be required, and alternative second-hand flooring also investigated.

The kitchen would require the oven and sink to be of commercial standard as a minimum. A reputable kitchen supplier would be requested to draw up plans working with Cllr Priest and the Clerk and then comparative quotes would be obtained to ensure best value. Provision in the utility area was also discussed, with dishwasher, glasswasher, commercial sink and small drinks fridges to be allowed for in the area. Advice would be sought on potential requirements and useful equipment from other Halls and suppliers.

The placement of the bifold doors when folded was discussed, and it was agreed they should be folded neatly against one or both side walls so as not to intrude into the room. If possible, the tracking could take them against the wall.

The provision of lockable cupboards was briefly discussed, and it was agreed these could not be in the kitchen area, but provision could possibly be made at a later date – to be discussed when the Hall was nearing completion.

Externally the contract had included pavers for the patio area. It was agreed that suitable paving slabs would be acceptable, if the whole surface area was sealed for longevity. Tarmac could be used for the path around the building, with slabs adjacent to the actual building.