

BURSTWICK PARISH COUNCIL

**Village Hall Management Committee Meeting.
Meeting held at Burstwick Village Hall
Wednesday 10th August 2022**

Present: Cllr. A Brown (Chairman) AB
Cllr. D James (Vice Chairman) DJ
Cllr. M Cripsey MC
Cllr. S Gould SG

Kath Hairsine KH
Lynne Hubbert LH
Tracey Netherton TN
Richard Netherton RN

Andy James - Village Hall Clerk VHC

Public: One

Minute	Discussion and agreement	Action
2022-08-01	To note apologies for absence.	
	Apologies received from Rose Angell, Willem Brugge, Michelle Storey, Sally Wallis and Kerri Dawson.	
2022-08-02	Members to disclose their interests in matters to be discussed.	
	Pecuniary: None declared.	
	Non-pecuniary: All present – village hall	
2022-08-03	To confirm the minutes of the meeting held on 13th April.	
	On the 24 th of April 2022 the clerk emailed a copy of the minutes for the Village Hall Management Committee meeting held on the 13 th April 2022.	
	Agree minutes are a correct record.	
	Proposed: TN Seconded: SG Outcome: All Agreed	

2022-08-04

Clerk and Committee member updates – Andy/Alison/Committee Members

Clerks update –Andy

- The banner advertising the Village Hall for 3 hour party for £30.00 has been delivered and has been put up, enquires and bookings have been made since the banner has gone up. Although there is a spelling error in the web address on the banner which will be rectified when we order vinyl stickers for the existing banners. (Date changes).
- On the 15th May the clerk sent an email regarding Burstwick Cubs request for an overnight stay in the Village Hall, approximately 6.00pm to 9.00am. Unfortunately, there are no old invoices showing overnight costs. Gary from Burstwick Cubs advised a previous cost of £20.00 for overnight. Clerk gave the committee options of A. Keep cost the same as before at £20.00 or B. Raise cost, Clerk suggested £25.00. The VHMC voted to raise cost to £25.00.
- The use of the Village Hall will be down over the summer months as Mother & Toddlers, Beavers, Cubs, Scouts, and Burstwick Martial Arts close down while the schools are on summer break. Also, with the popularity of outdoor bowling, Burstwick Bowls are currently down to one session per week, they hope to go back to 2 sessions a week after the outdoor bowling season has finished.
Private lets – There has been 13 private lets since the last Village Hall meeting on 13th April 2022. There are also 8 private lets booked in for the remainder of the year so far.
- As per email sent by clerk on 20th May 2022, the fire extinguishers have been serviced and electrical items have been P.A.T. tested, the work was carried out on Wednesday 18th May 2022, Clerk received the invoice for £79.80 and this was paid on 20th May 2022.
- Fantastic turn out for the Queens Platinum Jubilee celebrations. Well done to Cllr James and the volunteers, and to everyone who helped make the celebrations a success. The event raised a total of £972.00 for the Village Hall.
- Fundraising events – the next Village Hall fundraising event will be a Quiz Night on Saturday 3rd September 2022, and there will also be a Race night on Saturday 1st October 2022. Banners, posters, and social media posts will be put up to advertise.
- The Christmas fete is going ahead this year, date to be confirmed.
- On the 30th June 2022 the clerk emailed the VHMC to advise the renewal for the East Riding Village Halls Network is due, the cost to renew is £60.00. There were no comments raised and no one advised any problems with paying. Payment was made by bill payment on 18th July 2022.
- The clerk has been checking on whether the bees are back this year and I'm happy to report no sign of them as yet.
- Clerk received a letter recently from our energy supplier of Electric and Gas, Opus Energy, advising our fixed term period of contract ends on 30th September 2022. Opus Energy have advised we can go on to a new 12 month contract or call to discuss a new, longer fixed term contract, which the clerk will do over the coming week. As the next VHMC meeting is not until October 2022 the clerk will email the committee the details of options to choose from for a new contract. This will then be detailed in the next clerk updates.

- Kerri Dawson, P.C. Clerk arranged for the Village Hall end of year accounts audit, completed by Alan Johnson – Accounting Services. The end of year report has been passed by the Parish Council. Kerri advised the Parish Council are very pleased with the end of year accounts. Only one small matters arising which was “Income for the year was understated by £101 being monies received prior to 31st March 2022 but not banked. Such income should be recorded in the cashbook identified on the bank reconciliation as ‘cash in hand’ or ‘uncleared banking’ as appropriate. A copy of the report can be emailed to committee members on request.
- Following audit of accounts, clerk has uploaded financial details on the Charity Commission website.

Committee members updates.

Ask committee members if they have any updates to share.

TN:

Advised that TN and RN are no longer Church Wardens for Burstwick All Saints church due to the closure of All Saints Church.

This means there is no longer a Burstwick Parochial Church Council (PCC). Burstwick will be amalgamated with Burton Pidsea and Keyingham to make a new PCC which will include Rev. Philip West.

This means when the lease is due for renewal in 2027 the new PCC will be in control of such items like yearly rental cost. The yearly rental cost is £50.00 which was set by Burstwick PCC more than a decade ago.

There is hope that All Saints Church could be taken over by a charity which showcases in art displays, concerts, bell ringing etc rather than being left to ruin.

2022-08-05	To agree co-option of Mr D Gelder.	
	<p>Mr David Gelder who recently organised the Burstwick Party in the Park 2022 has asked to be co-opted onto the Village Hall Management Committee and to join the fund-raising committee. This would be in a non-voting capacity.</p> <p>Discussion:</p> <p>Mr Gelder advised the Burstwick Party in the Park 2022 was a great success and £4000 was raised for charity and would like the Burstwick Party in the Park to be a yearly event. Mr Gelder would like to join the fund Raising committee to help raise funds for Burstwick Village Hall.</p> <p>The committee agreed to Mr Gelder joining Burstwick Village Hall committee in a non-voting capacity</p> <p>Proposed: RN Seconded: SG Outcome: All Agreed</p>	
2022-08-06	Update from Toilet working group – Alison	
	<p>Update from Toilet working group. Arrange date for next meeting.</p> <p>Discussion:</p> <p>No updates to report.</p> <p>AB, DJ, SG & RN have all offered to take lead to push forward to make plans for the refurbishment of the toilet area. The clerk has been asked to re-contact the building contractors to arrange a meeting to discuss the plans the committee agreed to previously. All committee members will be invited to any meetings with contractors.</p>	VHC

2022-08-07	<p>To discuss new chairs for Village Hall.</p>	
	<p>We have had a few requests from people for heavy duty stable chairs, requests have been from regular weekly users of the Village Hall and from people attending the recent Jubilee celebrations.</p> <p>Please see supporting documents Ref: 2022-08-07</p> <p>Would the committee like to order some chairs, if yes, how many?</p> <p>Discussion:</p> <p>The committee agreed for the clerk to purchase 2 Off Option 1, folding camping style chairs at a cost of £54.99 each. The chairs will be stored and locked in the P.C. storeroom, and will be available upon request.</p> <p>Proposed: LH Seconded: KH Outcome: All Agreed</p>	<p>VHC</p>
2022-08-08	<p>To discuss purchase new chair trolley / disposal of old trolley.</p>	
	<p>The clerk is asking for the old style chair trolley to be disposed off and a replacement chair trolley the same as the newer one we already have.</p> <p>Whenever anyone uses the chairs from the old style trolley (where the chairs lay flat on top of each other and are then secured by using 2 straps) they do not get stored and strapped up properly. The straps often do no get used and chairs are also left propped up against walls etc. The clerk is of the opinion this is not safe and causes a Health & Safety issue.</p> <p>Please see supporting documents Ref: 2022-08-08A and Ref: 2022-08-08B.</p> <p>Would the committee like to buy the new chair trolley and dispose of the old trolley.</p> <p>Discussion:</p> <p>The committee agreed for the clerk to purchase a new replacement chair trolley, the same as the newer one we already have, at a cost of £368.40. On receipt of the new trolley the committee agreed for the clerk to sell the foldable trollies. Clerk made comment aware of £30.00 offer.</p> <p>Proposed: SG Seconded: TN Outcome: All Agreed</p>	<p>VHC</p>

2022-08-09	<p>To discuss promotional banners for regular hires.</p>	
	<p>Jo from Jo's Tiny Signers group has her own promotional banner and is asking if the banner can be displayed along the Festive Field fence.</p> <p>In the past (2019) the committee made the decision not to allow businesses to promote within the Village Hall and notice boards and this was advised to Jo by the clerk.</p> <p>As Jo's Tiny Signers are a regular user of the Village Hall and uses the village newsletter to advertise in, Jo is asking if her banner can go on the Festive Field fence.</p> <p>Discussion:</p> <p>The committee made the decision not to allow the banner to go on Festive Field fence, this would set a precedent for all the businesses and community groups to advertise with a banner on Festive Field fence which would be too many. The decision was made that a large banner advertising all groups that use the Village Hall could be displayed on the Festive Field fence. Businesses and community groups that would like to be promoted on the banner would be asked for a small contribution, the contribution will be determined by the cost of the banner and by how many user groups would like to be promoted on the banner. The telephone number of the Village Hall could be displayed on the banner instead of all the individual group telephone numbers, the clerk could give basic information on the groups, like when, cost and contact details of a specific group if required. The clerk has been asked to contact all user groups to ascertain who is interested in appearing on the banner. The clerk will bring back to the next meeting.</p> <p>Proposed: SG Seconded: KH Outcome: All Agreed</p>	VHC
2022-08-10	<p>To consider a Village Hall 100 Club.</p>	
	<p>With the unfortunate closure of All Saints Church, this in turn means the All Saints 100 club will also be coming to a close. The clerk would like to begin a Burstwick Village Hall 100 club for monies raised to go to the Village Hall repair fund.</p> <p>Please see supporting documents Ref: 2022-08-10 for more information.</p> <p>A small lottery registration application is required. In order to apply for a small society lottery registration, an application form is required to be completed and sent along with a fee of £40.00 to the East Riding of Yorkshire licensing team. The yearly renewal cost is £20.00. Failure to pay the annual fee will result in the lapse of the registration. If you then want to continue to hold a lottery you will be required to submit a new application at the cost of £40.00.</p>	

	<p>The lottery must be run in line with the Gambling Act 2005 regulations and a return form must be completed after each draw showing the income and expenditure of the lottery.</p> <p>A new bank account could be opened with HSBC for 100 club payments.</p> <p>Would the committee be happy for the clerk to start a Burstwick Village Hall 100 Club?</p> <p>If yes, then the clerk will bring a full proposal to the next committee meeting in October 2022 with all information required including an application form which would need to be completed by anyone wanting to buy a number. If the committee is still happy to proceed, then the clerk will look to set up and promote with the view to commence January 2023.</p> <p>Discussion:</p> <p>The committee agreed for the clerk to proceed to bring a full proposal for the Burstwick Village Hall 100 club to the next meeting. The committee agreed that there should only be a yearly subscription and not a quarterly subscription.</p> <p>Proposed: LH Seconded: DJ Outcome: All Agreed</p>	VHC
2022-08-11	To consider PCC grant application.	
	<p>The Police Crime Commissioner (PCC) has launched a 1 Million pound community safety fund. To run over the next three years. The fund can provide grants between £500 and £35,000 in relation to crime reduction and community safety projects.</p> <p>Suggested areas for improvement are:</p> <p>Repair and/or new security fence and gates. Windows. Security grills for windows at side of building next to main Street. New emergency exit doors.</p> <p>The clerk can have quotes for the next meeting and the committee could then decide which ones to put forward for the grant. This would give the clerk enough time to put forward a grant application to the PCC for the next round.</p> <p>Discussion:</p> <p>The committee agreed for the clerk to bring quotes to the next meeting.</p>	VHC

	<p>Other suggestions were Integrated fire alarm, replacement Festive Field fencing, MAT locks for fire doors. Committee agreed security fencing should be a priority due to the recent damage, likely caused by a van reversing into the fence close to the double gates.</p> <p>Proposed: TN Seconded: RN Outcome: All Agreed</p>	
2022-08-12	To consider charity donation to HEY Smile foundation.	
	<p>Further to Hey Smile Foundation supporting items for the Queens Platinum Jubilee event which raised £972.00 for the Village Hall, Cllr James would like to propose a donation.</p> <p>Open up for discussion and suggestions.</p> <p>Discussion:</p> <p>DJ asked the committee to consider a £50.00 donation to the Hey Smile Foundation. The foundation are a charity also and it would be good to give something back. We have used the foundation in the past and, also more recently for the Burstwick Party in the Park 2022 in July 2022.</p> <p>The committee agreed this was a good idea and voted in favour of giving a £50.00 donation to the Hey Smile Foundation. The clerk has been asked to contact the charity to arrange the donation.</p> <p>Proposed: RN Seconded: KH Outcome: All Agreed</p>	VHC
2022-08-13	To agree Christmas event date.	
	<p>At the last meeting a few people volunteered to be part of this year's Christmas fete working group.</p> <p>Would the working group like to decide on a date for this year's Christmas event.</p> <p>Also, would the Christmas fete working group like to take this opportunity to choose a date they can meet to discuss the event?</p> <p>Please bear in mind any cost decisions are required to be brought to the Village Hall Management committee to agree.</p>	

	<p>Discussion:</p> <p>Suggested dates are Advent Sunday which is 27th December 2022, the Village Hall is available all day or Sunday 4th December, the Village Hall is available from 12.00pm on this day. Clerk to contact Michelle Storey for confirmation of which date.</p> <p>Proposed: KH Seconded: LH Outcome: All Agreed</p>	
2022-08-14	Update on repairs / maintenance / Health & Safety.	
	<p>On or before 14th June 2022 the Village Hall security fence was damaged, near to the double gate. Sally Wallis contacted the clerk to report the damage. On inspection of the damage, clerk observed broken glass next to the damage which was from a vehicle.</p> <p>A very small part of the Festive Field fence was broken during the Burstwick Party in the Park, this was repaired by the Parish Councils gardener.</p>	
2022-08-15	To receive financial update on YTD income and expenditure.	
	<p>The clerk has circulated YTD receipts and payments summary in supporting papers. 2022-08-15 Payments & Receipts Summary.</p> <p>Discussion:</p> <p>No questions asked.</p>	
2022-08-16	Agree schedule of payments and receipts.	
	<p>The clerk has circulated a detailed breakdown of payments, receipts, and bank reconciliation in supporting papers.</p> <p>2022-08-16A Payments 2022-08-16B Receipts 2022-08-16C Bank Reconciliation</p>	

	<p>Summary of payments for:</p> <p>1300.62</p> <p>April 350.70</p> <p>May 412.56</p> <p>June 345.52</p> <p>July</p> <p>2409.40</p> <p>Total Payments</p>		
	<p>Summary of receipts for:</p> <p>1371.45</p> <p>April 758.02</p> <p>May 1839.97</p> <p>June 396.46</p> <p>July</p> <p>4365.90</p> <p>Total Receipts</p>		
	<p>Discussion:</p> <p>No questions asked.</p> <p>Proposed: DJ</p> <p>Seconded: TN</p> <p>Outcome: All agreed</p>		
	<p>HSBC funds as per latest statements dated 31st July 2022.</p> <p>Current account: £ 3,157.22</p> <p>Deposit account: £11,075.16</p> <p>Total: £14,232.38</p>		
2022-08-17	Items for next meeting – Alison		
	<p>Update on toilets.</p> <p>Update on promotional banner for all user groups.</p> <p>PCC grant quotes.</p> <p>Village Hall 100 club.</p> <p>Update on Christmas event.</p>		
	<p>Date of next meeting: Wednesday 26th October 2022 at 7.30pm Burstwick Village Hall</p>		
	<p>Meeting closed at: 8.46pm</p>		