

BURSTWICK PARISH COUNCIL

**Village Hall Management Committee Meeting
Meeting held via Zoom Video Conference
Wednesday 10th February 2021**

Present: Cllr. A Brown (Chairman) AB
 Cllr. D James (Vice Chairman) DJ
 Cllr. M Cripsey MC
 Cllr. S Gould SG
 Rose Angell RA
 Simon Brown SB
 Willem Brugge WB
 Tracey Netherton TN
 Richard Netherton RN

Andy James - Village Hall Clerk VHC
 Rose Blackburn – Clerk to PC RB

Public: None

Minute	Discussion and agreement	Action
2021/02/01	To note apologies for absence	
	Kath Hairsine Lynne Hubbert Sally Wallis	
2021/02/02	Members to disclose their interests in matters to be discussed	
	Pecuniary: None disclosed	
	Non-pecuniary: All present – village hall	
2021/02/03	To confirm the minutes of the meeting held on 28th October 2020	
	Agree minutes are a correct record.	
	Proposed: DJ Seconded: TN Outcome: All agreed	

2021/02/04	Clerk and Committee member updates	
	<p><u>VHC Clerk Update - Andy</u></p> <ul style="list-style-type: none"> ▪ VHC apologised for date mix up on meeting scheduled for 27th January 2021. ▪ VHC reported HSBC Holderness Road will be closing on the 14th May 2021. ▪ VHC has also received a letter from HSBC advising the Priory Tec Park branch will also be closing on the 7th May 2021. HSBC Jameson Street will remain open Monday-Friday 10am-4pm, closed Saturday-Sunday. ▪ VHC has contacted the Church Buying Group requesting a pro-forma invoice to enable purchasing of the additional chair trolley. This will ensure chairs are stacked correctly and securely. ▪ VHC has chased the drainpipe company regarding repair to guttering. Due to COVID and lockdowns they have been unable to visit. Once lockdowns are lifted a visit will be arranged. ▪ VHC reported Hart Plumbing have repaired the leaking radiator pipe in the store room. ▪ VHC reported he has commenced work on an annual budget for the hall and will present a draft for review at the next meeting. ▪ VHC thanked everyone for their email responses and confirmed insurance was renewed with Came & Co. at a cost of £818.61. ▪ VHC has noted latest invoice from Business Stream (Yorkshire Water) was based on an estimated meter reading. VHC will be checking and submitting an actual meter reading by the end February prior to next bill date. ▪ VHC added Covid-19 column to accounting documents to track expenditure <p><u>Alison</u></p> <ul style="list-style-type: none"> ▪ Cllr. Brown reported the Parish Council at a meeting held on Thursday 28th January, agreed to make Andy's position of village hall clerk permanent from 18th February 2021. 	
2021/02/05	Discuss hire rate for Intrahealth	
	<p>The VHC has been contacted by Intrahealth enquiring at the possibility of using the village hall to host their adolescent vaccination programs. They are currently vaccinations for Diptheria/Tetanus/Polio, Meningitis ACWY and HPV.</p> <p>Further to the VHC circulating details to the committee, it has been highlighted Intrahealth are a commercial company contracted to provide NHS services. As such they will be making a profit and by us giving them the hall free of charge – will help them maximise that profit.</p> <p>Should consideration be given to offering use of the hall at a fixed rate per hour or as a minimum the utility charge?</p> <p>Suggested options:</p> <ul style="list-style-type: none"> i) £20 per hour (business rate) ii) £10 per hour (applied to hires of more than 6 hours) iii) £5 per hour (utility charge) iv) No charge <p>Discussion:</p> <p>Committee agreed on option ii) £10.00 per hour. VHC to email Intreahealth to advise of proposed charge.</p> <p>Proposed: DJ Seconded: SG Outcome: All agreed</p>	<p>VHC</p>

2021/02/06	Update on repairs / maintenance / Health & Safety			
	No updates at present.			
2021/02/07	To receive financial update on YTD income and expenditure			
	<p>VHC circulated documents via email, any questions?</p> <p>No questions raised.</p> <p>Proposed: SG Seconded: MC Outcome: All agreed</p>			
2021/02/08	Agree schedule of payments and receipts			
	<p>Payments</p> <p><u>October</u></p> <p>Opus Energy (electricity) 36.51</p> <p><u>November</u></p> <p>Opus Energy (gas) 34.47</p> <p>Opus Energy (electricity) 29.75</p> <p><u>December</u></p> <p>Lenka Culmanova 87.20</p> <p>Opus Energy (gas) 57.13</p> <p>Opus Energy (electricity) 31.15</p> <p>Business Stream, Yorkshire Water 189.90</p> <p>Lenka Culmanova 87.20</p> <p>Came & Co. (insurance) 818.61</p> <p><u>January</u></p> <p>Opus Energy (gas) 153.81</p> <p>Opus Energy (electricity) 33.42</p> <p><u>February</u></p> <p>Burstwick All Saints (rent) 50.00</p> <p>Total Payments 1,609.15</p> <p>Receipts</p> <p><u>October</u></p> <p>Donr Ltd (Sponsored Walk) 9.40</p> <p><u>November</u></p> <p>HSBC Interest 0.02</p> <p>Donr Ltd (Sponsored Walk) 32.90</p> <p><u>December</u></p> <p>HSBC Interest 0.02</p>			

	<u>January</u> HSBC Interest	0.02	
	<u>February</u> HSBC Interest	0.02	
	Total Receipts	42.38	
	No questions raised Proposed: SG Seconded: WB Outcome: All agreed		
	HSBC funds as per latest statements dated 1 st February 2021. Current account: £16,174.95 Deposit account: £2,072.80 Total: £18,247.75		
2021/02/09	Items for next meeting		
	<ul style="list-style-type: none"> • Short/Medium/Long term projects. • Diocese lease plans for village hall. 		
	Date of next meeting: Wednesday 24th March 2021 via Zoom @ 7.30pm		
	Meeting closed at: 20:07		