

BURSTWICK PARISH COUNCIL

**Village Hall Management Committee Meeting.
Meeting held at Burstwick Village Hall
Wednesday 12th April 2023**

Present:

Cllr. A Brown (Chairman) AB
Cllr. D James (Vice Chairman) DJ
Cllr. M Cripsey MC

Rose Angell RA
Dave Gelder DG
Kath Hairsine KH
Lynne Hubert LH
Tracey Netherton TN
Richard Netherton RN

Andy James - Village Hall Clerk VHC

Public: None

Minute	Discussion and agreement	Action
2023-04-01	To note apologies for absence.	
	Apologies received from Sally Wallis, Cllr Gould and Willem Brugge.	
2023-04-02	Members to disclose their interests in matters to be discussed.	
	Pecuniary: AB, DJ, RA, KH, LH, TN and RN. Item 2023-04-05 Review of Village Hall Hire Rates Non-pecuniary: All present – village hall	
2023-04-03	To confirm the minutes of the meeting held on 15th February.	
	On the 3 rd April 2023 the clerk emailed a copy of the minutes for the Village Hall Management Committee meeting held on the 15 th February 2023. Agree minutes are a correct record. Proposed: TN Seconded: DJ Outcome: All Agreed	

2023-04-04

Clerk and Committee member updates.

Clerks update –Andy

- Burstwick 100 Club members has risen to 54, to date the 100 club has raised a total of £128.68.
- Clerk has purchased the P.A. system with accessories and also ordered the bespoke bookcase from Fawcett's as agreed in previous meeting.
- Spitfire Services are booked for Fire Extinguisher and PAT testing in May 2023.
- AL Plumbing are booked to service the boilers in May 2023 and to have a look at the radiators as to why some of the radiators are not heating up at the top.
- Burstwick Village Hall was successful in receiving the £500 grant from Burton Pidsea Windfarm Community fund. As per previous meeting the £500 funds are to be paid towards the cost of the marquee for the Burstwick Party in the Park 2023 event. Clerk received and paid invoice for £500.00 to Hull Party Tentz.
- Clerk has paid £3.46 for a new barrel bolt for the gate to the mezzanine floor. Councillor James has fitted the new barrel bolt.
- Clerk has purchased 3 vinyl banners for Burstwick 100 club, Burstwick user group and Burstwick Party in the Park 2023, total cost £89.22, excluding cost for the Burstwick 100 banner (£29.74), the remaining amount £59.48 will be recharged accordingly.
- The recent Quiz Night fund raising event was a success and enjoyed by all, £126.00 was raised for the Village Hall.
- Clerk would like to remind the committee that the next fundraising event is the Race night on Saturday 10th June 2023. Poster and banner will be put up to advertise the event.
- ERYC have booked the Village Hall on Thursday 4th May for the upcoming Local election. There will be no Parish election.
- Clerk advised the Village Hall main door has not been locked on 2 occasions, the fire exit door to the hall has been left open, window to ladies toilets left open and also the gate from the car park to Festive field has not been locked properly too. Clerk asks for all keyholders to double check all doors and windows before leaving the village hall.

Committee members updates

Ask committee members if they have any updates to share.

DJ – Elaine Painter (Cubs) has requested to use Village Hall toilets during overnight stay on Festive Field 6th May 2023. DJ to let Elaine know of limited access to toilets during Messy Breakfast hire on Sunday morning.

Coffee morning this Saturday 15th April 2023 in the Village Hall, run by Danny Uscroft-Mould in aid of charity Cardiomyopathy UK.

Tickets for the Kings Coronation event on Monday 8th May 2023 will go on sale to public on 23rd April 2023.

	<p>AB – Advised top shelf in the W.I cupboard needs refitting; DJ will have a look on Saturday 15th April 2023.</p> <p>RA – Advised Over 55’s cupboard loose; DJ will have a look on Saturday 15th April 2023.</p> <p>DG – Planning all good for the Burstwick Party in the Park 2023, still requiring Portaloos.</p>	
2023-04-05	Review of Village Hall Hire Rates.	
	<p>At the request of the Chairman, Village Hall Clerk has compared gas and electric bills for Oct-21 to Jan-22 against Oct-22 to Jan-23.</p> <p>At the last meeting the committee decided they required more invoices for Gas and Electricity before making a decision to review hire charges.</p> <p>Please refer to Supporting Papers for 2023-02-05 Review of Village Hall Hire Rates.</p> <p>Discussion:</p> <p>Committee members have agreed that the following hire charges will be raised by £1.00 per hour, to begin on 1st June 2023.</p> <p>Community Hire Charge (currently £7/hr) Utilities Hire Charge includes Parish Council (currently £2.50/hr) Special Rate for Cubs/Beavers (currently £2/hr)</p> <p>New hire charges will be as follows:</p> <p>Community Hire Charge (£8/hr) Utilities Hire Charge includes Parish Council (£3.50/hr) Special Rate for Cubs/Beavers (£3/hr)</p> <p>Clerk to let all user groups know of increased hire charges.</p> <p>Proposed: LH Seconded: RN Outcome: All agreed</p>	VHC
2023-04-06	To agree cost for paint & accessories to toilets.	
	<p>Please refer to Supporting Papers for 2023-04-06 To agree cost for paint & accessories to toilets.</p> <p>How many tins of paint and which paint would the committee like the clerk to purchase.</p> <p>Do we have volunteers to paint the toilets? When would the volunteers like to paint the toilets, possible a weekend? Volunteers can check with the clerk when the hall is available.</p> <p>If no volunteers, what other options?</p>	

	<p>Discussion:</p> <p>Committee members agreed for the clerk to purchase the following items:</p> <p>2 X GoodHome Masonry Extreme Paint, Pure Brilliant White Smooth £44 – 10ltr. 2 X GoodHome Durable Wood Paint, Gloss Pure Brilliant White - £25 – 2.5ltr. 1 X GoodHome Undercoat, 2.5ltr.</p> <p>Committee members asked for the clerk to block off the following days, so volunteers can paint the toilets:</p> <p>Saturday 22nd April 2023 Sunday 23rd April 2023 Sunday 30th April 2023</p> <p>Few volunteers advised they have spare paint brushes, paint rollers with trays they will bring along.</p> <p>Proposed: LH Seconded: RA Outcome: All agreed</p>	<p>VHC</p> <p>VHC</p>
<p>2023-04-07</p>	<p>To discuss continuing hire of Village Hall to Mother & Toddlers group - Alison</p>	
	<p>Mother and Toddlers group have not used the hall since the first week in May 2022, almost 1 year ago. The clerk has reached out to representatives of the user group and is continually advised no start date as yet. Storage of the toys is taking up valuable space, which could be used by active user groups or to store the chairs away from the gas meter. Should hire agreement be cancelled and the group asked to remove all toys etc by a set date and return keys?</p> <p>Discussion:</p> <p>Committee members have agreed that the Mother & Toddlers group need to confirm to a restart date of 31st May 2023 or the hire agreement will be cancelled by the committee. This is due to Mother & Toddlers have not used the hall since early May 2022. The clerk will contact the group to advise and if the group are not able to restart, then can the group please remove all toys and items belonging to them and return keys.</p> <p>Proposed: MC Seconded: LH Outcome: All Agreed</p>	<p>VHC</p>

2023-04-08	Update on repairs / maintenance / Health & Safety.		
	Bolt on gate to mezzanine floor replaced. Boiler servicing, fire extinguishers and P.A.T. testing arranged for May 2023.		
2023-04-09	To agree summary of payments and receipts.		
	<p>The clerk has circulated a detailed breakdown of payments, receipts, and bank reconciliation in supporting papers.</p> <p>2023-04-09A Payments 2023-04-09B Receipts 2023-04-09C Bank Reconciliation 2023-04-09D 2022-23 Payments & Receipts Reconciliation</p>		
	<p>Summary of payments for:</p> <p>February March</p> <p>Total Payments</p> <p>Summary of receipts for:</p> <p>February March</p> <p>Total Receipts</p>	<p>£1,485.50 £2,404.07</p> <p>£3,889.57</p> <p>£2,782.89 £1,309.20</p> <p>£4,092.09</p>	
	<p>Discussion:</p> <p>Any questions? No.</p> <p>Proposed: TN Seconded: RA Outcome: All Agreed.</p>		
2023-04-10	To receive financial update.		
	<p>HSBC funds as per latest statements dated 31st March 2023.</p> <p>Current account: £3,695.49 Deposit account: £11,114.40 Total: £14,809.89</p>		

2023-04-11	Items for next meeting.	
	Mother & Toddlers update. Toilet refurbishment update.	
	Date of next meeting: Wednesday 9th August 2023 at 7.30pm Burstwick Village Hall	
	Meeting closed at: 8.30pm	