

BURSTWICK PARISH COUNCIL

**Village Hall Management Committee Meeting
Burstwick Village Hall, Burstwick
Wednesday 12th August 2020**

Present: Cllr. A Brown (Chairman) AB
 Cllr. D James (Vice Chairman) DJ
 Cllr. S Gould SG
 Rose Angell RA
 Tracey Netherton TN
 Richard Netherton RN
 Sally Wallis SW

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

Public: None

Minute	Discussion and agreement	Action
2020/08/01	To note apologies for absence	
	Cllr. M Cripsey Willem Brugge Kath Hairsine Lynne Hubbert Michelle Storey Simon Brown	
2020/08/02	Members to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed	
	Non-pecuniary: All present – village hall	
	DJ, RN, TN & VHC: See ref 2020/08/09 Sponsored walk.	
2020/08/03	To confirm the minutes of the meeting held on 27th July 2020 – Alison	
	All agreed minutes are a correct record.	
	Proposed: DJ Seconded: RA Outcome: All agreed	
2020/08/04	Clerk and Committee member updates	
	<ul style="list-style-type: none"> ▪ AB and VHC had meeting at the village hall on Tuesday 4th August 2020 to inspect the co-vid 19 signage. AB and VHC agreed for the curtains to be taken down by the end of August, (the management committee agreed to the removal of the curtains at a meeting held on 13th October 2019.) VHC will arrange for 	

	<p>the curtains to be removed and taken to rubbish tip. The curtain poles remain for now and will be taken down at a later date.</p> <ul style="list-style-type: none"> ▪ Email sent to all committee members on 6th August 2020 advising an unauthorised sign had been attached to the village hall fence, the majority of the committee replied by email in the agreement to have the sign removed. VHC removed the sign and the sign in the village hall should someone come looking for it. ▪ VHC will be on annual leave from Monday 17th August for 2 weeks. ▪ The agreed modifications to the village hall garden water butt have been carried out by SB, total costs incurred £15.76, a cheque will be issued to SB at the end of the meeting. Thank you to SB for carrying out the modifications and giving up his free time to do so. <p>Discussion:</p> <p>AB advised she will take the curtains down weekend of the 15th/16th August 2020.</p>	VHC
2020/08/05	To discuss hand sanitisers for village hall	
	<p>AB has proposed to have wall mounted automatic hand sanitisers, one for both the entrance and exit, this could discourage any theft of the hand sanitisers but also a wall mounted automatic hand sanitiser dispenser is a great way to promote hygiene and help reduce the spread of infection. Alcohol-based hand sanitiser rubs into the skin leaving dry hands, making it a great waterless hand cleaner that promotes effective hand hygiene practices.</p> <p>VHC emailed supporting documents prior to this meeting on 10th August 2020 which I trust all committee members have read.</p> <p>Wall Mounted Automatic Hand Sanitiser Dispenser. For 2 dispensers - £118.02 (Includes delivery & VAT) From UK POS. Pack 12 AA Duracell batteries approx. £12.00</p> <p>Discussion:</p> <p>Committee agreed it was a good idea to have wall mounted hand dispensers as this could hopefully discourage theft and agreed to have 2 dispensers, one for entrance and the other for the exit. To be fitted to the wall with screw fixings. DJ and VHC will fit the hand dispensers before the hall reopens.</p> <p>Proposed: SG Seconded: TN Outcome: All agreed</p>	VHC
2020/08/06	To discuss progress on plan to reopen village hall	
	<p>VHC emailed the Co-vid 19 Reopening Questionnaire to all user groups, so far 3 groups have returned the questionnaire, as follows:</p> <p>Over 55's – Earliest return would be 2021 due to the age of the attendees.</p> <p>Indoor Bowls – Ready to return this August, they are intending to restart with a restriction total of 8 people per session to enable social distancing. They may be keen on an additional session.</p>	

	<p>BMA (Martial Arts) – Looking to return next month (September). This will depend on the latest guidance for BMA.</p> <p>Where possible the VHC will endeavour to meet the responsible person of each user group prior to the group using the hall, to show one way system, social distancing measures and to ensure the responsible person has read, understood and agrees to the Special Conditions of Hire during COVID-19, the VHC will also ask the responsible person to sign for a copy of the Special Conditions of Hire during COVID-19.</p> <p>The Government Guidelines for wedding receptions and birthday celebrations are:</p> <p><i>“By their very nature wedding receptions and celebrations bring families and friends together from a variety of different locations. Unfortunately, we do not believe it is safe to hold such gatherings at this time.”</i></p> <p>VHC advises no private lets until the Government Guidelines allow.</p> <p>Date to reopen?</p> <p>Discussion:</p> <p>Agreed a date of 1st September for the reopening of the village hall. The village hall will reopen to regular users only. Committee agreed to not allow any private lets for the foreseeable future. All remaining fund raising events to be cancelled for the remainder of the year.</p> <p>VHC to email all user groups to advise of the reopening date and to advise that the responsible person of each user group will be required to meet with the VHC at the village hall prior to the group restarting, this will be to go over the Burstwick Village Hall Special Conditions of Hire during COVID-19, and the Special Hire Conditions will be required to signed for as received.</p> <p>Question asked: if you are in the hall and want to go the gent’s toilets, do you need to go outside and around or can you go through the doors marked no exit. (Gent’s toilets are through the doors marked no exit and to the left). VHC advised the one-way system should be observed but would be up to the responsible person of each user group.</p> <p>Proposed: RN Seconded: SW Outcome: All agreed</p>	
<p>2020/08/07</p>	<p>To discuss quotes for village hall garden sign</p>	
	<p>As per committee agreement last meeting, VHC has proposed 4 options with costs as per supporting papers emailed 10th August 2020.</p> <p>1 X 450x150mm 1mm Plastic White back ground, black lettering £16.96</p> <p>1 X 600x200mm 1mm Plastic White back ground, black lettering £19.96</p> <p>1 X 450x150mm Aluminium with screw holes White back ground, black lettering £18.56</p>	

	<p>1 X 600x200mm Aluminium with screw holes White back ground, black lettering £25.92</p> <p>All prices include delivery & VAT.</p> <p>Discussion:</p> <p>RB suggested adding to the sign – Burstwick Village Hall Committee</p> <p>The committee agreed to have the sign as:</p> <p>1 X 600x200mm 1mm Plastic White back ground, black lettering £19.96</p> <p>With the addition of <i>“Thank you, Burstwick Village Hall Management Committee”</i></p> <p>Proposed: DG Seconded: SG Outcome: All agreed</p>	
2020/08/08	To discuss quote for repair to guttering	
	<p>VHC has arranged for First4Roofing to quote/repair hole in guttering, this will be done week commencing 10th August 2020. (VHC hopes to have a quote for the meeting on 12th August 2020.)</p> <p>Discussion:</p> <p>No quote for meeting. Committee agreed that as long as the quote is below £50.00 total then the VHC can go ahead to arrange the repair with First4Roofing.</p> <p>Proposed: TN Seconded: RN Outcome: All agreed</p>	
2020/08/09	To discuss sponsored walk by the fund raising committee	
	<p>With the village hall being closed we have unfortunately had to cancel fund raising events and may have to cancel the remaining events for the rest of 2020. Members of the fund raising committee are walking 16km on Saturday 5th September 2020 to raise funds to be split evenly between the village hall and All Saints, I believe the vicar is hoping to walk part of the distance also. There are posters up advertising the walk but nothing gets round a village more than word of mouth! The fund raising committee is asking for your help to promote the sponsored walk and let everyone in the village know how important it is that as much money is raised as possible.</p> <p>Please ask the VHC to email you sponsorship details. DJ will email poster and details to all groups. AB offered to be back up if any of the fund raising committee are unable to do the walk.</p>	
2020/08/10	Update on repairs / maintenance / Health & Safety – Alison	
	No updates at present.	

2020/08/13	Items for next meeting	
	VHC requested committee members to email items.	
	Date of next meeting: Wednesday 28th October 2020, 7.30 pm at Burstwick Village Hall.	
	Meeting closed at: 8.17pm	