

BURSTWICK PARISH COUNCIL

**Village Hall Management Committee Meeting.
Meeting held at Burstwick Village Hall
Wednesday 13th April 2022**

Present: Cllr. D James (Vice Chairman) DJ
Cllr. S Gould SG

Kath Hairsine KH
Lynne Hubbert LH
Michelle Storey MS
Sally Wallis SW

Andy James, Village Hall Clerk VHC

Public: None

| Minute | Discussion and agreement | Action |
|-------------------|---|---------------|
| 2022-04-01 | To note apologies for absence – Dean | |
| | Apologies received from Rose Angell, Alison Brown, Willem Brugge, Martin Cripsey, Kerri Dawson, Richard Netherton and Tracey Netherton. | |
| 2022-04-02 | Members to disclose their interests in matters to be discussed – Dean | |
| | Pecuniary: Non-pecuniary: All present – village hall | |
| 2022-04-03 | To confirm the minutes of the meeting held on 23rd February – Dean | |
| | On the 8 th April 2022 the clerk emailed a copy of the minutes for the Village Hall Management Committee meeting held on the 23 rd February 2022. Agree minutes are a correct record. Proposed: SW Seconded: MS Outcome: All Agreed | |

| | | |
|------------|---|-----------------------|
| 2022-04-04 | Clerk and Committee member updates – Andy/Dean/Committee Members | |
| | <p><u>Clerks update –Andy</u></p> <ul style="list-style-type: none"> • Clerk emailed quote from Fawcett’s Joinery which included 2 options, clerk gave 4 options as the following: <p>Option A) Choose item 1 from quote Option B) Choose item 2 from quote Option C) Would like to see another quote Option D) Do no work</p> <p>Votes cast were as follows:</p> <p>Option A) No votes Option B) 7 votes Option C) 1 vote Option D) No votes</p> <p>4 committee members did not respond.</p> <p>Majority voted for option B.</p> <p>Clerk contacted Fawcett’s Joinery and the work was carried out on Monday 11th April 2022. The councillors and committee present inspected the work carried out and all happy with the result.</p> <p>Clerk to pay invoice received.</p> • Clerk received a list of plumbing repairs as follows: <p>Leaking radiator in the main hall. Repair out of order toilet in the ladies toilet. Repair to stiff tap on sink on the ladies toilet. Repair to loose sink in ladies toilets.</p> <p>Clerk contacted nominated plumbing contractor A.L.S. Plumbing & Heating Specialists and the work was carried out on Monday 11th April 2022.</p> <p>Awaiting invoice, once received clerk will let committee know the total cost by email, if there are no questions regarding the total cost then the Clerk will pay the invoiced.</p> | <p>VHC</p> <p>VHC</p> |

- The banner advertising Village Hall 3 hour party for £30.00 has been ordered.
- Unfortunately, the new group Di's HIIT Class has stopped as there was not enough interest.
- Remington Dog Training has increased their hire by 3 hours a month, Claire has the hall 5pm – 8pm most Thursdays.
- Since the last committee meeting we have had 6 private hires and we have 8 more booked between now and middle of October. Hopefully once the banner is up advertising parties in the Village Hall this will increase.
- Lenka Culmanova (Cleaner) is now on holiday until the 24th April 2022. Clerk will keep a check on the hall and will ensure hall is tidy after private lets.

Committee members updates - Dean

SW – Confirmed the cancellation of 2 morning hires for Bowls on the 12th and 19th April 2022 and advised there may be a few more changes. VHC confirmed he was aware of the dates from Pauline Acey (Treasurer for Bowls) and to text or email any future changes.

KH – Group going great but small in numbers. DJ advised he will design a poster much like he did for the W.I., advertising the group looking for members. Clerk advised he can put the posters in both the Village Hall notice boards.

| | | |
|-------------------|---|------------|
| 2022-04-05 | Update from Toilet working group - | |
| | No updates given, DJ asked clerk for item to be brought back to the next meeting on 10 th August 2022. | VHC |
| 2022-04-06 | Update on Burstwick All Saints Status - Tracey | |
| | TN advised DJ prior to the meeting that the Diocese of York have confirmed the closure of All Saints Church by end of 2022. | |
| 2022-04-07 | Update on Queens Jubilee events - Dean | |
| | <p>The soapbox race which was due to be held on the Queens Jubilee weekend can not go as planned, unfortunately the cost to temporary close Main Street from Hare & Hounds pub to the Village Hall would be too expensive. An alternative route is being discussed at the next meeting of the Queens Jubilee working group next Wednesday 20th April 2022.</p> <p>Also to be discussed is the final timings of all events and to confirm the total cost.</p> <p>5 People have contacted DJ so they can have a stall in the Village Hall. DJ advised an advertisement looking for stall holders could go in the next Burstwick News letter due out in the next few weeks.</p> | |
| 2022-02-15 | Update on repairs / maintenance / Health & Safety – Dean | |
| | <p>KH advised that the Village Hall chairs can slide back from you when you go to sit down and asked if anything could be done to solve this, 2 ladies from the Gentle Exercise group bring their own chairs with them as they can not use the Village Hall chairs.</p> <p>SG suggested rubber feet could be put on the bottom of the chair legs to prevent the sliding. VHC to bring options to the committee at the next meeting.</p> | VHC |

| | | | | |
|------------|---|--|--|--|
| 2022-02-16 | To receive financial update on YTD income and expenditure – Dean | | | |
| | <p>The clerk has circulated YTD receipts and payments summary in supporting papers. 2022-02-16 Payments & Receipts Summary.</p> <p>Discussion:</p> <p>No questions raised.</p> <p>Proposed: MS Seconded: LH Outcome: All Agreed</p> | | | |
| 2022-02-17 | Agree schedule of payments and receipts – Dean | | | |
| | <p>The clerk has circulated a detailed breakdown of payments, receipts and bank reconciliation in supporting papers.</p> <p>2022-02-17A Payments 2022-02-17B Receipts 2022-02-17C Bank Reconciliation</p> | | | |
| | <p>Summary of payments for:</p> <p>February 532.60 March 610.03</p> <p>Total Payments 1142.63</p> <p>Summary of receipts for:</p> <p>February 734.09 March 553.58</p> <p>Total Receipts 1287.67</p> | | | |
| | | | | |

| | | |
|-------------------|--|--|
| | <p>Discussion:</p> <p>No questions raised.</p> <p>Proposed: SG Seconded: SW Outcome: All Agreed</p> | |
| | <p>HSBC funds as per latest statements dated 31st March 2022.</p> <p>Current account: £1,202.56 Deposit account: £11,073.32 Total: £12,275.88</p> | |
| 2022-02-18 | Items for next meeting – Dean | |
| | <p>MS gave apologies for the next meeting. Toilet group update.</p> | |
| | Date of next meeting: Wednesday 10 th August 2022 at 7.30pm Burstwick Village Hall | |
| | Meeting closed at: 7.59pm | |