

**BURSTWICK PARISH COUNCIL**

**Village Hall Committee Meeting  
Burstwick Village Hall, Burstwick  
Sunday 13<sup>th</sup> October 2019**

Present: Cllr. A Brown (Chairman) AB  
Cllr. S Gould SG  
Cllr. D James DJ  
Simon Brown SB  
Kath Hairsine KH  
Lynne Hubbert LH  
Tracey Netherton TN  
Richard Netherton RN  
Michelle Storey MS

Rose Blackburn – Clerk to PC RB  
Village Hall Clerk VHC

Public:

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>2019/10/01</b>	<b>To note apologies for absence</b>	
	Rose Angell Willem Brugge Martin Cripsey Sally Wallis	
<b>2019/10/02</b>	<b>Members to disclose their interests in matters to be discussed</b>	
	<b>Pecuniary:</b> Non disclosed	
	<b>Non-pecuniary:</b> All present – village hall	
<b>2019/10/03</b>	<b>To confirm the minutes of the meeting held on 29th July 2019</b>	
	Signed as a correct record.	
	Proposed: DJ Seconded: LH Outcome: All agreed.	
<b>2019/10/04</b>	<b>Matters arising from the minutes</b>	
	Toilet working group – confirmed no updates.	
	Access to the circuit board on the mezzanine floor and the gas meter on the ground floor is still obstructed. It is hoped this will be resolved following delivery of the new folding chairs.	
	Confirmed no further leaks from the ceiling tiles.	
	Cllr. Brown queried if user groups had been informed of increases. VHC confirmed user groups advised.	

2019/10/05	Clerk and Committee member updates	
	<ul style="list-style-type: none"> <li>▪ Application submitted to Burton Pidsea Wind Farm Grant Panel for replacement chairs.</li>   <li>Whilst obtaining additional quotations I have secured a 20.7% saving against the original costs (purchasing as a bundle). Total cost of project now £1,382 as opposed to £1,744. The 20% VHMC contribution reduces from £348 to £276. Grant funding applied to the value of £1,105.</li>   <li>Preferred supplier is the Church Buying Group which offers a discount when purchased as a chair and trolley bundle. The Wind Farm Grant panel do not meet until 26th November 2019.</li>   <li>▪ Invoice submitted early September to ERYC for Gentle Exercise equipment. Hopefully grant will be paid during October.</li>   <li>▪ Six chairs have been sold for £5 each and the advertisement is still live on Market Place, Stuff for Sale and NextDoor app.</li>   <li>▪ The pull cord light switch in ladies toilet has been replaced. Cost of replacement cord was £5.50 and Cllr. James fitted.</li>   <li>▪ Final meter reading has been submitted to EDF. Both gas and electric now on a three year dual fuel deal with Opus Energy. VHC awaiting confirmation of revised direct debit value from Opus and final invoice from EDF.</li>   <li>▪ East Riding Council have confirmed 95% of collected business waste is diverted away from landfill. VHC will be designing a poster to be placed above the bin in the village hall.</li>   <li>▪ VHC has spoken to a number of users of the village hall who smoke. All confirmed they will smoke outside the gate and not on the premises. There are a number no-smoking signage available and I plan to propose new signage including a welcome to Burstwick village hall sign at the next meeting.</li>   <li>▪ A recent fundraising meeting was held to discuss the Christmas event. New dates for 2020 have been agreed and will be circulated in due course, this includes VHC idea of afternoon tea events during June and July.</li>   <li>▪ A laminated no unauthorised access sign has been placed to the boiler room door.</li>   <li>▪ Village hall supplement currently being designed.</li>   <li>▪ Application submitted to HSBC for online banking and credit card.</li>   <li>▪ VHC yet to calculate the hourly utility charge. This will be presented at the next meeting.</li>   <li>▪ Willem has kindly cleared part of the Mezzanine area to enable Burstwick Martial Arts to store equipment.</li>   <li>▪ Village Hall cleaner will be on holiday from 25th October until 3rd November. All user groups are reminded to keep on top of the hall and empty bins when required. VHC to email user groups.</li> </ul>	<p></p> <p><b>VHC</b></p> <p><b>VHC</b></p> <p><b>VHC/DJ</b></p> <p></p> <p><b>VHC</b></p> <p><b>VHC</b></p>

	<ul style="list-style-type: none"> <li>▪ County Wide Pest Control has been unable to clear a cheque issued on the 16th August. Other cheques issued at the same time have cleared. As cheques are generally only valid for six months, I propose to monitor each statement to see if cashed as opposed to requesting cancellation which will undoubtedly attract a cost.</li> <li>▪ There are a number of outstanding invoices for the Mother &amp; Toddler group. Copies have been emailed to the group representative. Unfortunately, recent group numbers have been low.</li> </ul>	
<b>2019/10/06</b>	<b>To discuss costs of broadband/telephone connection in the Village Hall</b>	
	<p>As requested by committee VHC has made enquiries with both KCOM and BT in respect of installing broadband and a telephone line in the village hall.</p> <p><u>KCOM</u> There is a one off connection cost of £50.00 for the internet and £144.00 for the telephone line. If we know the number for the line at the Village Hall there is a possibility it can be restored, if this is the case it will be £20.00 to restore the line and not £144.00. Monthly package cost inclusive of calling package start at £52/month. Lightstream only package start at £32/month.</p> <p><u>BT</u> The installation charge would be £125.00 reduced to £20.00 if there is a BT line that can be reconnected. Monthly cost of Broadband Essential £19.99/month plus optional £10/month for unlimited calls. Broadband Enhanced £29.99/month plus optional £10/month for unlimited calls. Both packages offer guest wifi.</p> <p>Discussion:</p> <p>RB advised the Village Hall is a nominated meeting point in the event of an emergency.</p> <p>Broadband/telephone options discussed in detail. It was agreed VHC to contact Burton Pidsea and a.n.other village hall to identify pros/cons of broadband and telephone. Item to be carried forward to 2020.</p> <p>Proposed: TN Seconded: LH Outcome: All agreed.</p>	
<b>2019/10/07</b>	<b>To discuss letting of the Village Hall by committee members</b>	
	<p>In appreciation of the time and commitment by committee members, the VHC seeks authorisation to offer an annual private let of the village hall to committee members, without charge, if requested.</p> <p>Discussion:</p> <p>No objections noted.</p> <p>Proposed: LH Seconded: RN Outcome: All agreed.</p>	

<p><b>2019/10/08</b></p>	<p><b>To review external hire charges</b></p> <p>VHC presented existing external hire charges for review. Compared to other village halls our existing hire charges are lengthy. VHC suggested either one rate for both adult and junior disco/party or a set hourly rate for each type of hire.</p> <p>Discussion:</p> <p>Various rates suggested and discussed. Will bring back to next meeting for agreement.</p> <p>Proposed: DJ  Seconded: SG  Outcome: All agreed.</p>	
<p><b>2019/10/09</b></p>	<p><b>To discuss options of a reserve bank account</b></p> <p>Currently, the interest on the HSBC account equates to approximately £4.20 per year. Rate of interest on savings account 0.20% AER (Annual Equivalent Rate).</p> <p>According to money.co.uk most high interest savings account require a minimum of £5,000 deposited.</p> <p>VHC presented the following options for discussion:</p> <p>Virgin Money 1 Year Business Fixed Rate Savings – 1.75% AER (open with £1 minimum)</p> <p>Aldermore 1 Year Fixed Rate – 1.85% AER (open with £1,000 minimum)</p> <p>Discussion:</p> <p>VHC to determine if £5,000 can be moved across to a reserve account. This will be brought back to a future meeting once an online account has been opened with HSBC.</p> <p>Proposed: TN  Seconded: KH  Outcome: All agreed.</p>	
<p><b>2019/10/10</b></p>	<p><b>To consider removal of Village Hall curtains</b></p> <p>The curtains in the village hall have been up for a very long time. A number of curtain linings have holes or are torn. Following comments by a number of village hall users and visitors, should the curtains be removed? If removal is agreed should poles be left in situ just in case new curtains are required at a later date? Is a working at high risk assessment required? Is anyone willing to volunteer and remove curtains/poles?</p> <p>Discussion:</p> <p>No objections noted to removing curtains and poles. DJ, TN and RN volunteered.</p> <p>Proposed: RN  Seconded: TN  Outcome: All agreed.</p>	

<b>2019/10/11</b>	<b>To discuss costs to replace drainpipes, guttering and water butt</b>	
	<p>VHC presented quotations from DB Roofing and First 4 Roofing.</p> <p>DB Roofing Services - £590 First 4 Roofing - £700</p> <p>DB Roofing Services have confirmed they are able to zero-rate the building work, upon completion of a HMRC VAT notice 708. According to the HMRC website guttering is classed as an incorporated item.</p> <p>Discussion:</p> <p>Discussed and agreed to proceed with DB Roofing subject to VHC receiving confirmation who guarantee is with/backed by along with confirmation of liability insurance.</p> <p>Proposed: SG Seconded: LH Outcome: All agreed.</p>	
<b>2019/10/12</b>	<b>To consider lowering height of fire extinguishers or purchasing of extinguisher stands</b>	
	<p>The National Fire Protection Association states a fire extinguisher weighing less than 40 pounds, should be hung so that the top is not more than five feet above the ground, but no lower than four inches above the floor.</p> <p>The tops of larger extinguishers, those weighing more than 40 pounds or more, can be no more than 3 to 3-1/2 feet from the floor.</p> <p>No fire extinguisher should ever be mounted less than four inches above the floor.</p> <p>Extinguisher stands are available from £19 each.</p> <p>In 2016 Cllr. James had contact with a Humberside Fire Business Safety Inspector, who offered to carry out a fire safety audit. Is this something the committee would like to progress?</p> <p>Discussion:</p> <p>Discussed and agreed for DJ to contact Humberside Fire Safety Inspector to seek guidance/inspection of village hall.</p> <p>Proposed: KH Seconded: TN Outcome: All agreed.</p>	<b>DJ</b>
<b>2019/10/13</b>	<b>To discuss options and costs of floor buffer</b>	
	<p>At the request of the committee, VHC has sourced costs to purchase a floor buffer. Options as follows:</p> <p>Numatic Hurricane HFM1015G - 150 RPM with polyscrub brush - £762.85 inc vat Numatic Hurricane HFM1023 - 230 RPM with polyscrub brush - £761.28 inc vat Numatic Hurricane HFM1545 - 450 RPM - £808.79 inc vat</p> <p>For all the above a solution tank would cost an additional £139.49 inc vat</p>	

	<p>The local branch of HSS who offer a Floor Scrubber Polisher, suitable for most types of solid flooring. This is available at a cost of £70.93 (1st day), £29.55/day thereafter. Also available for weekends at a cost of £82.75.</p> <p>Discussion:</p> <p>SG offered in-depth advice on floor buffers, particularly how they can be damaged if not used or stored correctly.</p> <p>At the request of the committee VHC to obtain contractor quotes with a view to works being carried out during Summer 2020.</p> <p>Proposed: RN          Seconded: SG          Outcome: All agreed.</p>		
<b>2019/10/14</b>	<b>Update on repairs / maintenance / Health &amp; Safety</b>		
	<p>Cllr. James has replaced the pull cord light switch in the ladies toilet.</p>		
<b>2019/10/15</b>	<b>To receive financial update on YTD income and expenditure</b>		
	<p>VHC presented financial update and bank reconciliation on YTD income and expenditure up to 30<sup>th</sup> September 2019.</p> <p>There were no questions.</p>		
<b>2019/10/16</b>	<b>Agree schedule of payments and receipts</b>		
	<p><b>Payments</b></p> <p><u>August</u></p> <p>EDF (Gas) 19.09</p> <p>Opus (Electricity) 31.00</p> <p>Lenka Culmanova 67.92</p> <p>UK POS (Gentle Exercise) 58.78</p> <p>PPL PRS Ltd 130.42</p> <p>HSTS (Gentle Exercise) 360.00</p> <p>Office Reality Ltd (Gentle Exercise) 48.11</p> <p><u>September</u></p> <p>EDF (Gas) 30.27</p> <p>Opus (Electricity) 37.00</p> <p>Yorkshire Water 153.97</p> <p>Lenka Culmanova 66.46</p> <p>New Age Kurling (Gentle Exercise) 918.80</p> <p><u>October</u></p> <p>Lenka Culmanova 126.40</p> <p>Andy James (VHC Expenses) 119.83</p> <p>County Wide Pest Control 83.70</p> <p>County Wide Pest Control 83.70</p> <p><i>*At the time of preparing document VHC awaiting revised direct debit values from Opus</i></p>	<p>2335.45</p>	

	<b>Receipts</b> <u>August</u> Burstwick Bowls 340.00 Burstwick Bowls 204.00 Over 55s 56.00 Scouts, Cubs & Beavers 48.00 Gentle Exercise 32.00 Gentle Exercise 42.00 Gentle Exercise 14.00 Yoga 45.00 Gross Interest 0.35 EDF Credit 87.09  <u>September</u> Scouts, Cubs & Beavers 36.00 Gentle Exercise 14.00 Private Let 45.00 Interest 0.35 Inhus Engineering (sale of chairs) 30.00 Hedon Childrens Centre Hire 39.00  <u>October</u> Gentle Exercise 56.00 Burstwick Bowls 238.00 Over 55s 56.00 Sponsored Walk Fundraising (cash) 110.00 Sponsored Walk Fundraising (cheque) 20.00 Quiz Night Fundraising 175.00 <b>1687.79</b>		
	Proposed: SG Seconded: LH Outcome: All agreed.		
	HSBC funds as per statements dated 1 <sup>st</sup> October 2019.  Current account: 6,828.51 Deposit account: 2,069.90 Total: 8,898.41		
<b>2019/10/17</b>	<b>Items for next meeting</b>  South facing solar panels		
	<b>Date of next meeting to be confirmed at a later date</b>		
	<b>Meeting closed at: 5.45pm</b>		