

BURSTWICK PARISH COUNCIL

**Village Hall Management Committee Meeting
Meeting held at Burstwick Village Hall
Wednesday 15th February 2023**

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

Dave Gelder DG
Kath Hairsine KH
Lynne Hubert LH
Tracey Netherton TN
Richard Netherton RN
Sally Wallis SW

Andy James - Village Hall Clerk VHC

Public: None

Minute	Discussion and agreement	Action
2023-02-01	To note apologies for absence.	
	Apologies received from Alison Brown, Rose Angell and Martin Cripsey.	
2023-02-02	Members to disclose their interests in matters to be discussed.	
	Pecuniary: None	
	Non-pecuniary: All present – village hall	
2023-02-03	To confirm the minutes of the meeting held on 21st December 2022.	
	On the 13 th February 2023 the clerk emailed a copy of the minutes for the Village Hall Management Committee meeting held on the 21 st December 2022.	
	Agree minutes are a correct record.	
	Proposed: TN Seconded: KH Outcome: All agreed	
2023-02-04	Clerk and Committee member updates.	
	<u>Clerks update –Andy</u>	
	<ul style="list-style-type: none">Burstwick 100 Club members has risen from 39 in January to 48 in February. £26.00 was raised in January & £32.00 was raised in February for the Village Hall, total of £58.00.	

- Clerk is in the process of ordering the 100 Club banner as previously approved.
- Clerk has purchased the vacuum cleaner and 10 Hoover bags as agreed in previous meeting.
- Tracy Gray from Mother & Toddlers emailed clerk on 31st January 2023 to advise they do not have a re-start date. Previously Tracy had advised the group would re-start after the Christmas and New Year holidays. The group has not used the hall since April 2022. If the group has not started back when the next committee meeting is due in April 2023, then the clerk will raise an Agenda item to ask the committee how they would like to proceed.
- Clerk would like to remind the committee that the next fundraising event is the Spring Quiz Night on Saturday 25th March 2023.
- Clerk has purchased 4 receipt books at a cost of £18.89 and also a pack of batteries to replace the batteries in both temperature devices.
- Clerk has returned Do It for East Yorkshire Community Grant acceptance form. Further discussion will be under agenda item 2023-02-06
- Clerk has set up cost centres, codes, customer and vendor details in Scribe ready for the new financial year. The current year summary will remain in spreadsheet format until.

Committee members updates.

Ask committee members if they have any updates to share.

DJ – The parish council has been successful in securing grant funding for external village hall CCTV provision. Albeit final costs to be approved by the parish council, 10% match funding will as agreed be contributed by the village hall.

DJ – As the clerk mentioned a quiz night is scheduled for Saturday 25th March. If anyone would like to donate a bottle of wine, please contact me.

TN – Advised All Saints Church has now closed. Noted there is interest from the Church Charity Trust
Confirmed there is still access to the graveyard.

2023-02-05

Review of Village Hall Hire Rates.

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.

Information was requested following renewal of utility contracts and rising energy costs. Please note our current contract is fixed until October 2023.

Utility Usage – values include standing charges and VAT but exclude electric energy bill relief scheme.

	Gas		Electric	
	Usage kWh	£ for Period	Usage kWh	£ for Period
Oct-21 > Jan-22	12,503	448.98	935	156.02
Oct-22 > Jan-23	12,409	1,353.39	832	325.80
Difference	-94	904.41	-102	169.78
	-1%	201%	-11%	109%

Rates for current user groups are as follows:

ERYC	£20.00 per hour
Vicky Copeman Yoga	£15.00 per hour
Remmington Dog Class	£15.00 per hour
Mothers & Toddlers	£7.00 per hour
Scouts	£7.00 per hour
Burstwick Bowls	£7.00 per hour
Gentle Exercise Group	£7.00 per hour
Walking Netball	£7.00 per hour
Over 55s	£7.00 per hour
BMA	£7.00 per hour
Messy Breakfast	£2.50 per hour
Burstwick Parish Council	£2.50 per hour
Cubs, Beavers	£2.00 per hour

Rates for private three hour parties excluded as recently increased from £25 to £30 for three hours.

Please refer to supporting documents:
Ref 2023-02-05 Review of Village Hall Hire Rates

Does the committee wish to discuss and review hire rates at this meeting or would they rather wait until more information/energy invoices are available? Is there any consideration to an interim increase to commence 1st April?

Based on current community hire rate of £7.00 per hour, an increase of 200% would rise to £14.00 per hour.

Discussion:

The committee agreed to no change for the hire costs to ERYC rate £20.00 per hour and business rate hire of £15.00 per hour.

The committee agreed there needs to be a change to the community hire charge £7.00 per hour, utilities hire charge £2.50 per hour and special hire rates for Cubs/Beavers £2.00 per hour.

The committee would like more invoices to be included in the comparison for the Gas and Electric energy supplies. Clerk to bring to next meeting.

Proposed: RN
Seconded: KH
Outcome: All agreed

VHC

2023-02-06

Update for the Do It for East Yorkshire Community Grant 2022 and approve purchase of grant related items.

The Do It for East Yorkshire Community Grant has been successful, with £1,743.61 being awarded.

The grant monies will be paid 50% up front (£867.31) end of this week and 50% after completion of the project. A project monitoring form will require completion after the first payment and on successful conclusion of the project.

Vendors: Fawcetts Joinery (bookcase), Destiny Entertainments t/a ElectroMarket (PA System), Sainsburys (Food & Drink) and Opus Energy (gas).

The clerk received a grant offer letter regarding the Do it for East Yorkshire Community Grant, which has been signed and returned.

The grant amount is £1,743.61 and the breakdown is as follows:

PROJECT COST BREAKDOWN:

Item of Expenditure	Amount (£)
Manufacture and install bespoke bookcase and relocate wall cabinet	£974.45
Vonyx VPS152 PA Speakers with Stands	£389.00
Vonyx WM82C Wireless Handheld & Bodypack Microphone System Set	£94.99
PD Connex NL2 To NL2 Speaker Plug Cable 10m	£14.98
Food & Drink: PG Tips One Cup Catering Tea Bags x 1,100	£16.50
Food & Drink: UHT Milk 12 x 1 Litre	£11.60
Food & Drink: 2 x Granulated Sugar 1 Kg	£1.90
Food & Drink: Penguin Multipack (4 x £2.30)	£9.20
Food & Drink: KitKat Multipack (4 x £2)	£8.00
Food & Drink: 4 x Nescafe Azera Americano Instant Coffee 140g	£20.00
Food & Drink: Walkers Variety Multipack Crisps 2 boxes x 22 bags	£9.00
30% Contribution to Heating (Gas)	£193.99
TOTAL:	£1,743.61

TERMS AND CONDITIONS

The grant monies must be used for the project and not for any other purpose whatsoever.

No portion of the grant money may be used, or will be paid, for anything that is not directly related to the project. The recipient must comply with the terms and conditions detailed in this grant offer letter and in the accompanying Schedules.

The grant monies will be paid 50% up front and 50% after completion of the project. A project monitoring form will be sent to you after you have received the first payment of 50% of your grant. The monitoring form should be completed and

	<p>returned at the successful conclusion of your project, after which the second 50% payment will be made.</p> <p>The clerk is looking for approval to purchase all items above.</p> <p>Clerk confirmed the first 50% of grant money £867.31 was received today 15th February 2023.</p> <p>Discussion:</p> <p>Committee happy with result of grant and agreed for clerk to purchase all approved items. As per terms of grant the clerk will begin emailing all user groups to confirm number of members who use the Village Hall on a weekly basis.</p> <p>The clerk will complete a project monitoring form after the first payment and on successful conclusion of the project, after which the second 50% payment will be made.</p> <p>Proposed: TN Seconded: LH Outcome: All agreed</p>	<p>VHC</p> <p>VHC</p>
<p>2023-02-07</p>	<p>To agree increase of online payment limit</p>	
	<p>The clerk is seeking authorisation for the online payment limit to be increased from £500 to £1,000.</p> <p>This is due to historical invoices ie. Village Hall Insurance and grant related invoices being over £500, triggering unnecessary separate payments over several days.</p> <p>Discussion:</p> <p>All agreed was a sensible idea.</p> <p>Proposed: LH Seconded: SW Outcome: All agreed</p>	
<p>2023-02-08</p>	<p>To agree cost for aesthetic repairs to toilets.</p>	
	<p>Please refer to supporting documents: 2023-02-08 To agree cost for aesthetic repairs to toilets</p> <p>Discussion:</p> <p>All agreed the aesthetic repairs were badly required and approved the clerk to arrange for the work to be carried out ASAP.</p> <p>Upon completion the clerk is email the committee with cost of white painted needed and for any new toilet seats that may be required.</p> <p>The clerk will ask for volunteers to complete the painting.</p> <p>Proposed: SW Seconded: LH Outcome: All agreed.</p>	<p>VHC</p> <p>VHC</p> <p>VHC</p>

2023-02-09	To discuss hall hire for Burstwick Party in the Park 2023 and approve grant related costs.	
	<p>In the event the £500 grant application to BPWFCF is successful, VHMC to approve £500 contribution towards cost to hire a 6m x 2m marquee.</p> <p>Payment will be made if successful and on receipt of funds from BPWFCF.</p> <p>Using the ERYC events planning pack, VHMC to consider the following requirements for the upcoming private hire of the VH and Festive Field for BPITP 2023.</p> <ul style="list-style-type: none"> - Public liability insurance with a minimum limit of £2m* - Temporary Events Notice* - Risk Assessment completed by a competent person to include sketch of site showing position of all activities/attractions including circulation routes and exits* - Insurance and if applicable basic food hygiene certificates for activities/attractions/caterers - Adequate first aid provision, toilets and waste management <p>*Recommend copies supplied in advance of event to VHC.</p> <p>As this is a private hire event, the hirer will be wholly responsible.</p> <p>VHMC to consider a nominal charge per hour for BPITP (previously £2.50 per hour).</p> <p>Discussion:</p> <p>DG advised the marquee size is now 6mtr X 20mtr.</p> <p>The committee agreed on the event the £500 grant application to BPWFCF is successful, the £500 will be a contribution to hire the 6mtr X 20mtr marquee. DG will then arrange for Hull Party Tents to send £500 invoice the clerk to pay.</p> <p>Payment will be made if successful and on receipt of funds from BPWFCF.</p> <p>Proposed: TN Seconded: SG Outcome: All agreed.</p>	DG
2023-02-10	Update on repairs / maintenance / Health & Safety.	
	<p>Clerk has replaced batteries in both heating temperature units.</p> <p>Clerk has noted concern regarding the stacking of chairs and will continue to seek an additional trolley, similar to the existing one.</p> <p>Extinguisher and PAT testing are due in the next few months. Clerk will contact Spitfire Services and arrange convenient date.</p>	VHC VHC
2023-02-11	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>	

	2023-02-12A Payments 2023-02-12B Receipts 2023-02-12C Bank Reconciliation		
	<p>Summary of payments for:</p> <p>December £1,622.60 January £1,140.02 Up to February 13/02/23 £698.56</p> <p>Total Payments £3,461.18</p> <p>Summary of receipts for:</p> <p>December £2,202.01 January £212.46 February 13/02/23 £1,669.58</p> <p>Total Receipts £4,084.05</p>		
	<p>Discussion:</p> <p>Any questions?</p> <p>Proposed: RN Seconded: SW Outcome: All agreed.</p>		
2023-02-12	To receive financial update		
	<p>HSBC funds as per latest statements dated 13th February 2023.</p> <p>Current account: £4,472.94 Deposit account: £11,105.45</p> <p>Total: £15,578.39</p>		
2023-02-13	Items for next meeting		
	Review hire rates.		
	Date of next meeting: Wednesday 12 th April 2023 at 7.30pm Burstwick Village Hall		
	Meeting closed at: 8.27pm.		