

**BURSTWICK PARISH COUNCIL**

**Village Hall Committee Meeting  
All Saints Church, Burstwick  
Wednesday 24<sup>th</sup> April 2019**

Present: Cllr. A Brown (Chairman) AB  
 Cllr. D James DJ  
 Rose Angell RA  
 Lynne Hubert LH  
 Richard Netherton RN  
 Simon Brown SB

Rose Blackburn – Clerk to PC RB  
 Village Hall Clerk VHC

Public: 0

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>2019/04/01</b>	<b>To note apologies for absence</b>	
	Cllr. M Cripsey Cllr. S Gould Willem Brugge Michelle Storey Tracey Netherton Sally Wallis Tracey Gray (Letter of resignation from received from TG. TG will still be a key holder and will continue to be main contact for the Mother & Toddlers Group)	
<b>2019/04/02</b>	<b>Committee members to disclose their interests in matters to be discussed</b>	
	<b>Pecuniary:</b> Non disclosed	
	<b>Non-pecuniary:</b> All present – village hall Richard Netherton – All Saints Church, Burstwick	
<b>2019/04/03</b>	<b>To confirm the minutes of the meeting held on 6<sup>th</sup> March 2019</b>	
	Signed as a correct record. Proposed: DJ Seconded: RN All agreed.	
<b>2019/04/04</b>	<b>Matters arising from the minutes</b>	
	DJ produced two signs to remind people to wipe the tables before they are stored.	
	To continue to monitor the VH ceiling for any signs of wet patches/leaks.	VHC
	VHC confirmed received Building File from TN.	
	Send email regarding emergency doors / housekeeping to all user groups.	VHC

<b>2019/04/05</b>	<b>Clerk and Committee member updates</b>	
	<p>Access to the circuit board on mezzanine floor and the gas meter on the ground is still slightly obstructed. VHC asked for volunteers from user groups to tidy and sort the areas to ensure there is clear access to both.</p> <p>While Lenka Culmanova (cleaner) was on holiday the VHC went round to empty bins, check paper towels and wash tea towels etc. VHC reported that the floor is not being swept properly and the VHC swept the floor. VHC asked that all user groups sweep the floor if needed at the end of each session.</p> <p>VHC has noticed the windows are being left marked by cello tape, VHC asked all user groups when displaying posters to use blue tack instead. VHC to ask cleaner to try and remove the marks left by the cello tape.</p> <p>VHC will be on holiday and unavailable from the evening of 27<sup>th</sup> May 2019 and will be available again from Monday 3<sup>rd</sup> June 2019. VHC asked for a volunteer to take the mobile and diary. There will be at least 2 groups to let in and lock up after. VHC reminded committee we no longer allow keys to be collected and returned by the hirer.</p> <p>RB volunteered to take mobile and diary.</p>	<p>VHC</p> <p>RB</p>
<b>2019/04/06</b>	<b>To review committee membership in line with the Terms of Reference</b>	
	<p>Committee members (who are not Parish Councillors) who have signed and returned Terms of Reference and who will continue to have voting rights on decisions to be made by the VH committee. The signed paperwork will be held by RB.</p> <p>Rose Angell Lynne Hubbert Richard Netherton Tracey Netherton</p>	<p>RB</p>
<b>2019/04/07</b>	<b>To discuss key holders and agree to fit new lock to main door if needed</b>	
	<p>Cost of digital lock fitted Approximately £632.24 The supplier is from south of England but does not fit.</p> <p>Closed suite fitted and supplied with 23 keys £405.00 Local company who can supply and fit.</p> <p>Discussion: Committee to discuss and decide which lock system to fit.</p> <p>Decision: VHC to arrange closed suite to be fitted and supplied with 23 keys @ cost of £405.00.</p> <p>It was agreed additional keys can be purchased for the gate padlock for new user groups.</p>	<p>VHC</p>

	<p>List of proposed keyholders:</p> <p>Marjorie Thaw (WI)  Lesley Moore (WI)  Tracy Gray (M &amp; T)  Anna Sheppard (M &amp; T)  Tim Bunker (Scouts/Cubs &amp; Beavers)  Gary Hewson (Scouts/Cubs &amp; Beavers)  Michelle Storey (Scouts/Cubs &amp; Beavers)  Willem Brugge (Scouts/Cubs &amp; Beavers)  Rose Angell (55's)  Pauline Acey (Bowls)  Chris Wray (Bowls)  Geoff Yates (Bowls)  Tracey Netherton (CW)  Richard Netherton (CW)  Andy James (VHC)  Vicky Copeman (Friday Yoga)  Nicci Parkinson (Saturday Yoga)  Kathryn Hairsine (GE)  Rose Blackbourn (PC)  Dean James (PC)  Burstwick Primary School</p> <p>Proposed: LH  Seconded: RA  All agreed.</p>	
<p><b>2019/04/08</b></p>	<p><b>To discuss purchase of new microwave</b></p>	
	<p>VHC emailed supporting papers to all committee members regarding information and costs for 2 different microwaves.</p> <p>Morphy Richards 800W Standard Microwave MM82 – Silver</p> <p>£54.99      <a href="https://www.argos.co.uk/product/2955081">https://www.argos.co.uk/product/2955081</a></p> <p>De'Longhi 900W Combination Microwave D90B – Black</p> <p>£89.99      <a href="https://www.argos.co.uk/product/4008558">https://www.argos.co.uk/product/4008558</a></p> <p>Discussion: Committee to discuss and agree which microwave to purchase.</p> <p>Decision: Committee decided to purchase Morphy Richards at a cost of £ 54.99.</p> <p>Proposed: DJ  Seconded: AB  All agreed.</p>	

<b>2019/04/09</b>	<b>To discuss options for businesses advertising in the village hall</b>	
	<p>VHC suggested for all businesses wanting to advertise within the village hall to have a dedicated section, possibly use about a quarter of the space in the Mother &amp; Toddlers board.</p> <p>We could ask for a nominal fee, X amount per month to advertise.</p> <p>All posters to be at largest A5 size.</p> <p>All posters to be passed to village hall clerk to advertise.</p> <p>Would suggest a notice alongside to read “The businesses advertised are not endorsed by Burstwick Village Hall”.</p> <p>Discussion: Committee to discuss if a dedicated space is to be used for businesses to advertise, VHC advised businesses not having a link with the VH advertise.</p> <p>Decision: Committee decided that businesses can no longer advertise within the VH. The cost we could receive would be minimal and the VH can then not be held responsible for any recommendations.</p> <p>VHC to let Tracey Gray from Mother &amp; Toddlers know.</p> <p>Proposed: DJ Seconded: RN All agreed.</p>	VHC
<b>2019/04/10</b>	<b>To discuss moss / plants growing on village hall outside walls and behind drainpipes</b>	
	<p>Committee member Rose Angell advised to the VHC that there is moss and plants growing on the village hall outside walls and behind drainpipes.</p> <p>Discussion: Committee to discuss the condition of the drainpipes and outside VH wall as repairs are needed to the drainpipes.</p> <p>Decision: Committee decided for VHC to obtain quotes for any possible repair work to all of the drainpipes. Also quote for a waterbutt.</p>	VHC
<b>2019/04/11</b>	<b>To discuss forming a working group to progress the upgrade of the toilets project</b>	
	<p>VHC reported there has been a meeting for the refurbish of the VH toilets, this was on 10<sup>th</sup> April 2019 and present where:</p> <p>Dean James Richard Netherton Michelle Storey VHC</p> <p>DJ advised a number of possible options were discussed at the working group, this included;</p> <ol style="list-style-type: none"> <li>1. Knock down of toilet areas and rebuild or modular building.</li> <li>2. Refurbishment of existing toilet area.</li> <li>3. Full redesign of existing toilet area to include individual unisex toilets without urinals and separate entrance from main door of the hall. Design to include baby changing facilities/accessible access.</li> <li>4. Redesign of existing ramp which covers damp proof.</li> </ol>	

	<p>DJ confirmed the working group previously agreed to contact Willem Brugge to enquire if he is able to join the working group and help with drawings for possible options.</p> <p>DJ agreed he would try to locate the quotation and site visit information from the company who previously visited the hall.</p> <p>Decision: VHC to arrange next working group meeting.</p>																			
<b>2019/04/12</b>	<b>Update on repairs / maintenance / health &amp; safety</b>																			
	<p>Repairs – VHC fitted 2 New batteries to one of the heating temperature controls</p> <p>VHC bought 2 New Ant traps which are in the kitchen after committee members advised of ants in the kitchen. 1 of the traps is in the utensil drawer, VHC removed the utensils as the trap is in the drawer. Please do not remove.</p> <p>Health &amp; Safety – Festive Field, some of the rubber cane caps fitted to the canes supporting the new plants/shrubs are missing, do we have some spare or do more need to be bought. RB has spare rubber caps which will be passed to DJ.</p> <p>RA highlighted the engineer servicing the fire extinguishers recently commented that they are too high on the wall and do not meet current regulations. VHC to look into and report back at next meeting.</p>	<p>RB</p> <p>VHC</p>																		
<b>2019/04/13</b>	<b>Agree schedule of receipts and payments</b>																			
	<table border="1"> <thead> <tr> <th>Payments</th> <th>Payments</th> </tr> </thead> <tbody> <tr> <td><b>Payments</b></td> <td></td> </tr> <tr> <td>Universal Fire Protection</td> <td>£185.38</td> </tr> <tr> <td>Andy James (2 X Ant traps from Sainsbury's)</td> <td>£ 4.25</td> </tr> <tr> <td colspan="2">HSBC funds as per statements dated 1<sup>st</sup> February 2019.</td> </tr> <tr> <td colspan="2">Current account: 6,555.54</td> </tr> <tr> <td colspan="2">Deposit account: 2,067.16</td> </tr> <tr> <td colspan="2">Total: 8,622.70</td> </tr> <tr> <td colspan="2">Please note all bank statements and paperwork etc are with Parish Clerk / Accountant for year end accounts.</td> </tr> </tbody> </table>	Payments	Payments	<b>Payments</b>		Universal Fire Protection	£185.38	Andy James (2 X Ant traps from Sainsbury's)	£ 4.25	HSBC funds as per statements dated 1 <sup>st</sup> February 2019.		Current account: 6,555.54		Deposit account: 2,067.16		Total: 8,622.70		Please note all bank statements and paperwork etc are with Parish Clerk / Accountant for year end accounts.		
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<b>2019/04/14</b>	<b>Items for next meeting</b>																			
	<p>To agree online banking facility.</p> <p>To agree credit card for purchases.</p> <p>To agree VHC expenditure limit for emergency items relating to H&amp;S.</p> <p>To discuss costs for a village hall newsletter supplement.</p>																			
	<b>Date of next meeting to be confirmed at a later date.</b>																			
	<b>Meeting closed at: 8.37pm</b>																			