

BURSTWICK PARISH COUNCIL

**Village Hall Management Committee Meeting.
Meeting held at Burstwick Village Hall
Wednesday 26th October 2022**

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

Rose Angell RA
Willem Brugge WB
Kath Hairsine KH
Tracey Netherton TN
Richard Netherton RN
Sally Wallis SW

Andy James - Village Hall Clerk VHC

Public: None

Minute	Discussion and agreement	Action
2022-10-01	To note apologies for absence	
	Apologies received from Martin Cripsey, Dave Gelder, Lynne Hubbert and Michelle Storey.	
2022-10-02	Members to disclose their interests in matters to be discussed	
	Pecuniary: None	
	Non-pecuniary: All present – village hall None	

2022-10-03	<p>To confirm the minutes of the meeting held on 10th August 2022</p>	
	<p>On the 26th August 2022 the clerk emailed a copy of the minutes for the Village Hall Management Committee meeting held on the 10th August 2022.</p> <p>Agree minutes are a correct record.</p> <p>Proposed: TN Seconded: SG Outcome: All agreed</p>	
2022-10-04	<p>Clerk and Committee member updates</p>	
	<p><u>Clerks update –Andy</u></p> <ul style="list-style-type: none"> • As per last meeting clerk purchased 2 Off Folding camping style chairs. The chairs have been used at the last 2 events, Quiz night and Race night. • As per last meeting clerk made a £50.00 donation to the Hey Smile Foundation. • The chair trolley the committee agreed to purchase is out of stock and has been discontinued, the direct replacement is not suitable for the village hall chairs. The only trolley suitable is the flat style which is the same as 2 trolleys we already have. • Jo’s Tiny Signers classes have now stopped. Unfortunately, the numbers became too low for Jo to continue. • Mother & Toddlers have suspended their hire, their last day was 9th May 2022. I have emailed asking if they have a re-start date in mind but not received reply to date. • The latest fundraising event Race Night was a success and raised a total of £777.20. Thank you to all who helped, including the sponsors and everyone who attended the night. • The water pressure for the hot tap in the kitchen was reported as being low. Clerk checked the pressure a couple of days later and it was ok. If it loses pressure again, Clerk will arrange for a plumber to have a look. • A bad smell coming from the disabled toilet was reported, Clerk was at the hall the next day and the smell had gone, no other reports have been made since. • Some small pieces of plaster were found in the middle of the hall, fallen off the boxed unit on the ceiling. Upon investigating it is highly likely the damage has been caused by the dividing curtains. • Clerk received a request from Valuation Office Agency. The Valuation Office Agency is an Executive Agency of HM Revenue & Customs. Clerk provided rent, lease, and ownership details of The Village Hall. The information is used to set rateable values for non-domestic properties in England and Wales. Rateable values are used to calculate business rates. • The latest Burstwick Community Newsletter has been produced and will be delivered in the coming weeks. Thank you to Dean James for designing the newsletter, Printing is donated by Jadan and distribution is donated by Browns Leaflet Distribution. 	

	<ul style="list-style-type: none"> • Clerk has started up a Village Hall Book Swap. This is on a Wednesday between 12.00pm – 2.00pm, same time as the Medication & Prescription service. Everyone welcome, self-service complimentary tea, coffee and biscuits provided. • Received letter from East Riding of Yorkshire Council regarding use of the Village Hall for a Local Election on Thursday 4th May 2023. Clerk will advise relevant user groups. • Clerk advised DG of the fund raising committee has booked the Village Hall for the Burstwick Party in the Park 2023 which will be on 22nd July 2023. <p>Committee members updates</p> <p>Ask committee members if they have any updates to share.</p> <p>AB suggested the Village Hall could be used as a warm room.</p> <p>RA advised their cupboard door in the kitchen is coming off. DJ offered to have a look as he was able to repair the previous time.</p> <p>WB advised members for the Scouts/Explorers are slowly increasing. Also the Beavers group are not using the Village Hall until further notice.</p> <p>KH advised members for the Gentle Exercise Group are slowly increasing.</p> <p>TN advised the final service at All Saints Church will be on 26th January 2023, performed by Archdeacon Andy. TN will advise if this date changes.</p>	<p>VHC</p> <p>VHC</p> <p>DJ</p>
<p>2022-10-05</p>	<p>Update from Christmas Event committee</p>	
	<p>Michelle Storey to give update on Christmas Event. Agreed date for the event is Sunday 27th November 2022, 3.00pm to 6.00pm.</p> <p>Unable to discuss as MS and DG of the Christmas Event committee were not in attendance to give update. Clerk will arrange an extraordinary meeting ASAP as the Christmas Event committee are asking for funds for the event.</p>	<p>VHC</p>

2022-10-06	Update from Toilet Working group	
	<p>Update from Toilet working group.</p> <p>Meeting with Geoff Fawcett from F & H Construction took place on Wednesday 28th September 2022, DJ, RA, LH & SW attended. Unfortunately no drawings have been received from Geoff so unable to discuss.</p> <p>Clerk to chase up drawings for next meeting on 21st December 2022.</p>	VHC
2022-10-07	Update on Promotional banner	
	<p>Please refer to supporting document Ref 2202-10-07</p> <p>As per the previous meeting, I contacted the user groups, and 5 groups are interested on advertising on the banner. I have not included plywood for the banner, this is due to Festive Field could have a new fence and unsure if the wood will be able to be fitted to the new fence.</p> <p>Cost of the banner to the 5 user groups £10/£11 per user group.</p> <p>Is the committee happy for the clerk to contact interested user groups and go ahead with the banner.</p> <p>Discussion:</p> <p>Committee agreed for the Clerk to contact relevant user groups to go ahead with the banner. W.I. have advised they would like to advertise on the banner, 6 groups are now interested in advertising on the banner.</p> <p>Proposed: KH Seconded: RA Outcome: All agreed</p>	VHC

2022-10-08	<p>To agree creation of Burstwick Village Hall 100 club</p>	
	<p>Please refer to supporting documents, ref: 2022-10-08A ref: 2022-10-08B ref: 2022-10-08C</p> <p>A new email address 100club@burstwickpc.co.uk will be used for enquires.</p> <p>Do the committee agree for the clerk to start and promote the Burstwick 100 Club.</p> <p>Discussion:</p> <p>Committee are happy for the clerk to proceed and begin to promote the Burstwick 100 club.</p> <p>Confirmed split of monies as follows:</p> <p>30% First prize 20% Second prize 10% Third prize</p> <p>40% Donated to Burstwick Village Hall for repairs and upkeep.</p> <p>Draws will take place on first Wednesday of the month. Clerk suggested obtaining price for banner to advertise.</p> <p>Proposed: RN Seconded: SW Outcome: All agreed</p>	VHC
2022-10-09	<p>To consider grant application to police & Crime Commissioner (PCC) for replacement fencing</p>	
	<p>Please refer to Supporting document Ref: 2022-10-09 To consider grant application to police & Crime Commissioner (PCC) for replacement fencing.</p> <p>Discussion:</p> <p>DJ presented various options for replacement fencing along Festive Field and the perimeter for the village hall.</p> <p>It was agreed to proceed with a grant application for:</p> <p><u>Festive Field</u> Bow top fencing including a kissing gate and 3.6m wide double gate at a cost of £7,084.60 plus VAT.</p> <p><u>Village Hall</u> V mesh fencing around the perimeter of the village hall excluding fence to the right of the steel container.</p> <p>Area 1 – Field section including 3m wide double gate Area 2 – Front WI Garden including push pad exit gate Area 3 – Car park area including replacement double gate and push pad exit gate</p>	

	<p>Total cost of village hall fencing £8,204.32 plus VAT.</p> <p>Overall project cost £18,346.70 including VAT.</p> <p>Committee agreed to 10% match funding.</p> <p>DJ to register grant application.</p> <p>Proposed: SW Seconded: KH Outcome: All agreed.</p>	DJ
2022-10-10	To consider grant application for Village Hall CCTV	
	<p>Burstwick Parish Council have the opportunity to apply to funding for the provision or upgrade of CCTV.</p> <p>The funding is aimed at targeting violence against women and girls (VAWG) and crime and disorder in general through the increased provision of CCTV within the local authority area. Town and Parish councils can apply for new CCTV provision or upgrade existing provision, with up to £5,000 of funding per CCTV camera, or up to a total value of £25,000.</p> <p>Applications will be assessed and scored by a ERYC Funding Panel and applications will need to provide data to demonstrate VAWG or crime and disorder in general that could be impacted by the increased CCTV provision applied for.</p> <p>Applications can be made through the Flexi Grant system and are open until midnight on the 06.01.23.</p> <p>Does VHMC support Burstwick Parish Council seeking a quotation and applying for grant funding, with 10% match funding from the village hall?</p> <p>Discussion:</p> <p>Committee agreed for DJ to approach Parish Council to facilitate grant application. 10% match funding (maximum £1,000) for the village hall was agreed.</p> <p>Proposed: TN Seconded: SG Outcome: All agreed.</p>	DJ
2022-10-11	To discuss dates for VHMC meetings 2022/2023	
	<p>Last VHMC meeting of 2022 is scheduled for Wednesday 21st December.</p> <p>Proposed dates for 2023 are:</p> <p>Wednesday 15th February 2023 Wednesday 12th April 2023 Wednesday 9th August 2023 Wednesday 1st November 2023</p>	

	<p>Due to schools last day next year (2023) being Friday 22nd December, there is no option to meet on a Wednesday evening in December. This would mean 4 scheduled meetings for 2023.</p> <p>There was no December meeting last year (2021) as the meeting was cancelled due to the rise of covid infections in our area.</p> <p>Would the committee like to have a meeting in December, or a different month? if so, please give suggestions for when and where.</p> <p>Discussion:</p> <p>Committee happy with the dates for the Village Hall Management committee as suggested by the clerk.</p> <p>VHC to add to calendar.</p> <p>Proposed: SG Seconded: KH Outcome: All agreed</p>	VHC
2022-10-12	Update on repairs / maintenance / Health & Safety	
	<p>Clerk is waiting for a quote for PIR motion sensor lights, to cover the main steps and main gates. Once the quote has been received the clerk will circulate to the committee and the clerk will arrange for the work to be carried out under Heath & Safety.</p>	
2022-10-13	To receive financial update on YTD income and expenditure	
	<p>The clerk has circulated YTD receipts and payments summary in supporting papers. 2022-10-13 Payments & Receipts Summary.</p> <p>Discussion:</p> <p>No questions raised.</p> <p>Proposed: DJ Seconded: SG Outcome: All agreed</p>	
2022-10-14	<p>Agree schedule of payments and receipts</p> <p>The clerk has circulated a detailed breakdown of payments, receipts, and bank reconciliation in supporting papers.</p> <p>2022-10-14A Payments 2022-10-14B Receipts 2022-10-14C Bank Reconciliation</p>	

	<p>Summary of payments for:</p> <p>August 350.83 September 369.04</p> <p>Total Payments 3129.27</p> <p>Summary of receipts for:</p> <p>August 705.36 September 951.91</p> <p>Total Receipts 6023.17</p>		
	<p>Discussion:</p> <p>No questions raised.</p> <p>Proposed: RA Seconded: TN Outcome: All agreed</p>		
	<p>HSBC funds as per latest statements dated 30th September 2022.</p> <p>Current account: £ 4,092.35 Deposit account: £11,077.43 Total: £15,169.78</p>		
2022-10-15	Items for next meeting – Alison		
	<p>Burstwick Village Hall insurance.</p> <p>Flood lights for Festive Field.</p> <p>Consider raising Village Hall hire rates.</p>		
	<p>Date of next meeting: Wednesday 21st December 2022 at 7.30pm Burstwick Village Hall</p>		
	<p>Meeting closed at: 9.12pm</p>		