

## BURSTWICK PARISH COUNCIL

### Village Hall Management Committee Meeting. Meeting held at Burstwick Village Hall Wednesday 27<sup>th</sup> October 2021

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

Andy James - Village Hall Clerk VHC

Public: None

Minute	Discussion and agreement	Action
2021-10-01	<b>To note apologies for absence</b>	
	Apologies received from Rose Angell, Simon Brown, Cllr. M Cripsey, Willem Brugge, Lynne Hubbert and Sally Wallis.	
2021-10-02	<b>Members to disclose their interests in matters to be discussed</b>	
	<b>Pecuniary:</b>  TN & RN – Agenda item 7  <b>Non-pecuniary:</b> All present – village hall	
2021-10-03	<b>To confirm the minutes of the meeting held on 2021</b>	
	On the 22nd October 2021 the clerk emailed a copy of the minutes for the Village Hall Management Committee meeting held on the 28 <sup>th</sup> July 2021.  Agree minutes are a correct record.  Proposed: TN Seconded: SG Outcome: All agreed.	
2021-10-04	<b>Clerk and Committee member updates</b>	
	<b><u>Clerks update</u></b> <ul style="list-style-type: none"><li>▪ Clerk advised the following groups have returned to the Village Hall.<ul style="list-style-type: none"><li>Cubs</li><li>Scouts</li><li>Gentle Exercise</li><li>Over 55's</li></ul></li></ul>	

Walking Netball  
W.I

- New user group called “Remington Dog Training” run by Claire Thorpe started on 14<sup>th</sup> October 2021. The class is on Thursday evenings 6.00pm – 8.00pm except when Parish Council meetings are on then class is reduced to 6.00pm – 7.00pm. With an average of 7 hours per month this will generate £105.00 per month.
- Clerk advised that the hiring of the skip was a success, the skip was full of unwanted items and the Village Hall looks better for it.
- Clerk has purchased a 2022 A4 diary at a cost of £3.85.
- Lenka, cleaner on holiday from 23<sup>rd</sup> October 2021 to 30<sup>th</sup> October 2021. Clerk emailed all user groups to advise.
- Clerk has ordered cleaning supplies at a cost of £76.63 + VAT to be delivered by Reedkleen.
- Committee member Simon Brown has taken the decision to resign his regular involvement with the VH committee. Instead Simon will focus more on the associated gardens and provide ad hoc support as required including fundraising. I’m sure the committee joins me in thanking Simon for his contribution to the Village Hall and the committee.

VHC’s annual appraisal was held with the Parish Clerk Rose Blackburn on Wednesday 6th October 2021.

**Objectives agreed as follows:**

1. To achieve the Hall Mark Certificate level one.
2. To focus on post covid fundraising for the hall.
3. To review hire charges before new financial year starts in April 2022.
4. To continue to progress the toilet renewal project.
5. Long term objective – lease runs out on 31/03/2027, from 2024 to contact the Diocese of York to make initial enquiries as to if the lease will be renewed – in partnership with the Parish Council.

**VHC upcoming holidays**

W/C 1st November 2021  
W/C 22nd November 2021  
W/C 20th December 2021  
W/C 3rd January 2022  
W/C 14th February 2022

During my leave the Village Hall mobile and booking diary will be passed to the PC clerk.

VHC will email committee members to advise of any private lets during these times asking for someone to open/close the Village Hall.

**Committee members updates - Alison**

Ask committee members if they have any updates to share.

	MS – Advised Beavers not returned to Village Hall yet, as soon as they are ready to re-start MS will let the clerk know.	<b>MS</b>
<b>2021-10-05</b>	<b>Revisit Fundraising for Village Hall</b>	
	<p>At the last meeting the Fund Raising Committee confirmed they are not planning any fund raising events within the Village Hall for the remainder of 2021. Cllr Brown asked for fundraising to be reviewed at the next meeting.</p> <p>The Fund Raising Committee will be meeting in November to discuss events for 2022. The clerk will email the date of the meeting and all are welcome to attend.</p> <p>Councillors/committee members who would like to use the Village Hall for Village Hall fundraising, then please email the Village Hall clerk for dates and availability.</p> <p>Discussion:</p> <p>MS advised she will be selling maps of the village where houses will be shown on the map who are entered into the Christmas window display competition. A percentage of the proceeds will be donated to the Village Hall.</p> <p>TN confirmed Advent Sunday for switching on the Christmas tree lights, the date is Sunday 28<sup>th</sup> November. DJ making the arrangements for the tree lights to be switched on.</p> <p>Few members spoke about the possibility of having Burstwick Primary children singing in the hall, providing refreshments in the hall, Santa Claus at the hall and serving mulled wine in the church. AB advised that if anyone would like to organise any of the ideas then to let the clerk know ASAP so the event can be booked in the Village Hall booking diary.</p>	<b>MS</b>
<b>2021-10-06</b>	<b>Revisit updated hire agreement form</b>	
	<p>Second draft of the new Burstwick Village Hall Hire Agreement forms was emailed with the supporting documents, see ref: 2021-10-6A Private Let Hire agreement form &amp; ref: 2021-10-6B Regular Hire agreement private lets.</p> <p>Does anyone have any questions or comments?</p> <p>Does the committee agree to use the updated forms?</p> <p>If yes, then the clerk will arrange for all regular user groups to sign a copy.</p> <p>Discussion:</p> <p>Committee members agreed new forms were very professional and happy to use the new forms. Clerk to arrange for all regular user groups to sign a regular user group hire agreement form.</p> <p>Proposed: MS Seconded: RN Outcome: All agreed.</p>	<b>VHC</b>

2021-10-07	<p><b>Update on Toilet Refurbishment</b></p>	
	<p>Please refer to ref 2021-10-07 Toilet Refurb Drawing in the supporting documents.</p> <p>We have received the following information from the York Diocese via committee member Tracey Netherton:</p> <p><i>The Board would normally like to see the plans for the alterations together with any necessary planning permission, building regulation approval and confirmation that these have been approved by the PCC.</i></p> <p>The clerk is proposing if the committee are happy with the current drawing for the extension/alterations then the clerk will begin the process of arranging contractors to visit the Village Hall and obtain quotes for the project. The clerk plans to arrange a project task list with action points so the committee will be able to monitor.</p> <p>Discussion:</p> <p>All present are happy with the response from the York Diocese and are happy for the clerk to arrange contractors to visit the hall to discuss options for the toilet extension/modifications.</p> <p>Points to ask contractors:</p> <p>Is it possible not to have access to the toilets from the main hall? Are we required to have an emergency exit where the toilet block would be joined onto the building? Will the existing disabled ramp be able to be removed if no emergency exit is required? (Lot of damp problems ever since the ramp was installed).</p> <p>Clerk will email dates when meeting contractors for any committee members who wish to speak to the contractors.</p> <p>MS offered to forward contact details for Soper who worked on Burton Pidsea Village Hall.</p> <p>Proposed: TN Seconded: MS Outcome: All agreed</p>	<p><b>VHC</b></p>
2021-10-08	<p><b>To discuss dates for Village Hall meetings 2022</b></p>	
	<p>Dates for 2022 Village Hall meetings as suggested by the clerk are as follows:</p> <p>Monday 21<sup>st</sup> February Monday 11<sup>th</sup> April Monday 8<sup>th</sup> August</p> <p>There are no Autumn term 2022 dates for Burstwick Primary School available as yet, once they are the clerk will email the dates to everyone on the committee.</p> <p>Meetings will continue to be held in the Village Hall.</p>	

	<p>Discussion:</p> <p>Dates changed to the following:</p> <p>Wednesday 23rd February  Wednesday 13th April  Wednesday 10th August</p> <p>Clerk to email October and December dates for meetings when available.</p> <p>Proposed: RN  Seconded: MS  Outcome: All agreed</p>	
<b>2021-10-09</b>	<b>To discuss Hallmark 1 quality standards for Village Halls</b>	
	<p>Please see Ref 2021-10-09A Hallmark presentation &amp; Ref 2021-10-09B Hallmark 1 checklist for VH committee.</p> <p>The clerk is proposing the Village Hall could benefit from having Hallmark certification and is willing to go through the process.</p> <p>John Newlove from the ERVHN has offered advice and help with the application process.</p> <p>Does the committee agree for the clerk to apply?</p> <p>Discussion:</p> <p>AB summarised points/benefits of membership.</p> <p>All present happy for the clerk to undertake the work required and apply to achieve Hallmark 1 certification.</p> <p>Proposed: SG  Seconded: KH  Outcome: All agreed.</p>	<b>VHC</b>
<b>2021-10-10</b>	<b>To discuss barbeques in Festive Field</b>	
	<p>To discuss barbeques being held on Festive Field (Public open space).</p> <p>Discussion:</p> <p>AB advised that the sign on the gate to the entrance to Festive Filed advises No barbeques, all present agreed this is correct and should continue.</p> <p>AB advised there was 2 half barrels which had been used to start a fire, could this have been someone using them as a barbeque, the barrels were not moved until a week later, this is a hazard as a member of the public could trip over them. Also the grass is badly burnt and could take up to 18 months to recover.</p> <p>During the meeting MS contacted Scouts and confirmed that the Scouts use them for when Scouts need to learn how to start a fire to achieve a badge.</p>	

	<p>It has been agreed between the Scouts group and the committee that the barrels will be used within the Village Hall compound on the concrete and will ensure they are not burning when left, Scouts advised they always ensure the fire is out before leaving them.</p> <p>The barrels will not be used on Festive Field.</p>	
<b>2021-10-11</b>	<b>To discuss HSBC UK changes to Village Hall bank account</b>	
	<p>We have received a letter from HSBC UK advising of changes to our charitable bank account, see supporting documents ref: 2021-10-11 Letter HSBC UK.</p> <p>Summary of changes which will affect our Charitable Bank Account will begin on 1<sup>st</sup> November 2021 are as follows:</p> <ul style="list-style-type: none"> <li>• Monthly account fee of £5.00.</li> <li>• Cash paid into and out of the account over the counter will be charged at 0.40% of the value deposited or withdrawn.</li> <li>• Cheques paid into and out of the account over the counter will be charged £0.40 per cheque.</li> </ul> <p>The clerk will be encouraging all regular users to pay by bill payment where possible. There are no changes for our Bmm account (Instant access saving bank account).</p> <p>Any questions or comments?</p> <p>Discussion:</p> <p>Committee agreed for clerk to encourage monies to be paid by bank transfer where possible.</p> <p>Clerk to bring back to committee in approximately 6 months and advise amount of charges made by accepting cash. Could it be cheaper to hire a mobile chip &amp; pin unit? Clerk to price up hire of chip &amp; pin unit.</p> <p>Proposed: RN  Seconded: DJ  Outcome: All agreed.</p>	<p><b>VHC</b></p> <p><b>VHC</b></p>
<b>2021-10-12</b>	<b>To discuss payment method for suppliers</b>	
	<p>Due to the aforementioned new bank account charges, the clerk is proposing we pay supplier invoices by bank transfer where possible to keep the monthly bank charges as low as possible. On receiving an invoice to be paid, the clerk will arrange for the invoice to be signed by 2 authorised signatories prior to payment, this is the same process as when paying by cheque.</p> <p>Also the clerk is proposing that the majority of funds from the main account (Charitable Bank Account) to keep a minimum amount of £1,000.00 in the main account. Once a month or once a quarter the clerk can transfer funds from the main account to the Bmm account (Instant access saving bank account) leaving £1,000.00 in the main account to cover expenditure.</p>	

	<p>Discussion:</p> <p>All present happy for payments to be made by bank transfer wherever possible and for the VHC to move money from main bank account to the savings account on a monthly or quarterly basis.</p> <p>Proposed: TN  Seconded: MS  Outcome: All agreed.</p>	
<b>2021-10-13</b>	<b>To discuss options to protect radiator in storeroom</b>	
	<p>As everyone is aware the radiator in the storeroom is leaking and may have been knocked by the chair trolley. The repair is to be carried out on 2<sup>nd</sup> November 2021, Burstwick Bowls have kindly given up this day for the repair to be carried out.</p> <p>The clerk is proposing that the radiator or the pipes under the radiator need covering to offer some protection.</p> <p>Suggestions welcome for the clerk to obtain quotes.</p> <p>Discussion:</p> <p>It was discussed and agreed for the clerk to arrange quotes for the pipework in the storeroom to be boxed in the same way as in the main hall.</p> <p>Also to enquire about securing the gas meter from accidental damage, possibly a metal cage/box that could be put over the gas meter and be removed easily when required. Committee discussed the possibility of moving the radiator but decided to keep the radiator in its original position.</p> <p>Committee agreed quotes can be emailed to the committee and the committee will vote by email to choose which quote is their preference.</p> <p>Proposed: MS  Seconded: SG  Outcome: All agreed</p>	<b>VHC</b>
<b>2021-10-14</b>	<b>Update on repairs / maintenance / Health &amp; Safety</b>	
	<p>Bees nests – Ongoing.  Repair to cupboard door in kitchen completed.  Repairs to the toilet in the ladies and the toilet in the disabled have been completed by ALS Plumbing &amp; Heating services. Service to boilers will be arranged after the repair to the radiator has been completed.</p>	
<b>2021-10-15</b>	<b>To receive financial update on YTD income and expenditure</b>	
	<p>The clerk has circulated YTD receipts and payments summary in supporting papers.</p> <p>2021-10-14 Receipts &amp; Payments Summary</p> <p>Discussion:</p> <p>No questions asked.</p>	

	Proposed: DJ Seconded: TN Outcome: All agreed																									
<b>2021-10-16</b>	<b>Agree schedule of payments and receipts</b>  The VHC has circulated a detailed breakdown of payments, receipts and bank reconciliation in supporting papers.  2021-10-15A Payments 2021-10-15B Receipts 2021-10-15C Bank Reconciliation																									
	<table border="1"> <tr> <td colspan="2"><b>Summary of payments for:</b></td> </tr> <tr> <td>July</td> <td>286.21</td> </tr> <tr> <td>August</td> <td>370.20</td> </tr> <tr> <td>September</td> <td>807.59</td> </tr> <tr> <td>October (at date of statement)</td> <td>5,500.00</td> </tr> <tr> <td><b>Total Payments</b></td> <td><b>6,964.00</b></td> </tr> <tr> <td colspan="2"><b>Summary of receipts for:</b></td> </tr> <tr> <td>July</td> <td>441.02</td> </tr> <tr> <td>August</td> <td>591.02</td> </tr> <tr> <td>September</td> <td>462.52</td> </tr> <tr> <td>October (at date of statement)</td> <td>5.02</td> </tr> <tr> <td><b>Total Receipts</b></td> <td><b>1,499.58</b></td> </tr> </table>	<b>Summary of payments for:</b>		July	286.21	August	370.20	September	807.59	October (at date of statement)	5,500.00	<b>Total Payments</b>	<b>6,964.00</b>	<b>Summary of receipts for:</b>		July	441.02	August	591.02	September	462.52	October (at date of statement)	5.02	<b>Total Receipts</b>	<b>1,499.58</b>	
<b>Summary of payments for:</b>																										
July	286.21																									
August	370.20																									
September	807.59																									
October (at date of statement)	5,500.00																									
<b>Total Payments</b>	<b>6,964.00</b>																									
<b>Summary of receipts for:</b>																										
July	441.02																									
August	591.02																									
September	462.52																									
October (at date of statement)	5.02																									
<b>Total Receipts</b>	<b>1,499.58</b>																									
	Discussion:  No questions asked.  Proposed: RN Seconded: SG Outcome: All agreed																									
	HSBC funds as per latest statements dated 1 <sup>st</sup> October 2021.  Current account: £9,662.25 Deposit account: £2,072.96 Total: £11,735.21																									
<b>2021-10-17</b>	<b>Items for next meeting</b>																									
	Dates for fund raising events for 2022 – December meeting Review hire charges to begin April 2022 – December meeting Update on Burstwick All Saints Status – December meeting Promotional banner/posters advertising Village Hall – December meeting To set an annual budget for the hall from 1 <sup>st</sup> April 2022 – February meeting																									



	<b>Date of next meeting:</b> 13 <sup>th</sup> December 2021 at 7.30pm Burstwick Village Hall	
	<b>Meeting closed at: 8.45pm</b>	