

**BURSTWICK PARISH COUNCIL**

**Village Hall Management Committee Meeting.  
Meeting held at Burstwick Village Hall  
Wednesday 28<sup>th</sup> July 2021**

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  
Lynne Hubbert LH  
Tracey Netherton TN  
Sally Wallis SW

Andy James - Village Hall Clerk Clerk  
Rose Blackburn – Clerk to PC RB

Public: One

Prior to the first agenda item, Cllr. Dean James (Chairman, Burstwick Parish Council) presented an Honorary Freedom of the Parish framed scroll to Mrs Rosalie Angell in recognition for her valued and devoted service she has given to the community over the past thirty five years. Granting the Freedom of the Parish is the highest honour a Parish Council can bestow. Mrs Angell was very pleased to accept the award. Photographs were taken and she received a loud round of applause.

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>2021-07-01</b>	<b>To note apologies for absence</b>	
	Apologies received from Cllr. M Cripsey, Richard Netherton, Michelle Storey and Simon Brown.	
<b>2021-07-02</b>	<b>Members to disclose their interests in matters to be discussed</b>	
	<b>Pecuniary:</b>  Tracey Netherton - Agenda item 2021-07-11  <b>Non-pecuniary:</b> All present – village hall	
<b>2021-07-03</b>	<b>To confirm the minutes of the meeting held on 21<sup>st</sup> April 2021</b>	
	On the 22 <sup>nd</sup> April 2021 the clerk emailed a copy of the minutes for the Village Hall Management Committee meeting held on the 21 <sup>st</sup> April 2021 via Zoom.  Agree minutes are a correct record.  Proposed: TN Seconded: WB Outcome: All agreed	

2021-07-04	<b>Clerk and Committee member updates</b>	
	<p><b><u>Clerks update</u></b></p> <ul style="list-style-type: none"> <li>▪ Clerk advised the following groups have returned to the Village Hall. BMA Bowls Emma Love Yoga Mother &amp; Toddlers Vicky's Yoga</li> <li>▪ New user group called "Jo's Tiny Signers" run by Joanna Hearfield will begin on Saturday 7<sup>th</sup> August 2021, clerk emailed flyer to committee members and user groups to forward on.</li> <li>▪ Clerk has hired skip to be delivered week commencing 16<sup>th</sup> August 2021, Clerk will email all user groups to advise dates skip is available and to co-ordinate with the clerk for when the hall is not being used so the groups can throw all rubbish and unwanted items away. User groups will be advised by email that after the skip has been removed the clerk will be asking for an inventory of all items held by each user group within the Village Hall.</li> <li>▪ Clerk has applied for a credit card as agreed by the committee.</li> <li>▪ Lenka, Village Hall cleaner is on holiday until 7<sup>th</sup> August 2021, clerk emailed user groups using the hall to let them know.</li> <li>▪ Clerk has purchased First Aid Supplies at a cost of £14.74 as items had expired.</li> <li>▪ Clerk has purchased a number of cleaning supplies requested by the cleaner at a cost of £18.72.</li> <li>▪ Clerk has purchased a book of 2<sup>nd</sup> class postage stamps at a cost of £7.92.</li> <li>▪ Clerk has redesigned the following documents, invoices, letterhead, compliment slip and Village Hall user group schedule. All documents include the Village Hall logo as per the clerk's business cards.</li> </ul> <p><b>Committee members updates</b></p> <p>DJ - Advised Burton Pidsea Wind Farm &amp; Tedder Hill Wind Farm open for application.</p> <p>RA – Over 55's: No one feels ready to start back at the hall yet. The group consists of vulnerable elderly people who play cards and dominos etc so do touch a lot of the same items, and would like to return to the hall once there is more normality. VHC agreed to keep Friday time slot for the group.</p> <p>WB – No Scouts, Explorers, cubs or Beavers as stopped for school holidays. A recruitment drive is under way and the groups are restarting in September.</p> <p>KH – Feedback from the users are they will most likely not return until Spring 2022. Agreed to give up regular session on Wednesday's and will pick another time when the group returns.</p> <p>LH – W.I will restart on 7<sup>th</sup> September 2021. A start date for the walking netball will be discussed and will let the VHC know outcome.</p> <p>SW – All happy as Bowls have restarted with 3 weekly sessions.</p>	<p>VHC</p> <p>VHC</p>

<b>2021-07-05</b>	<b>Revisit Fundraising for Village Hall</b>	
	<p>At the last meeting the committee agreed no fund raising events to be held in the Village Hall and Cllr Brown asked for fundraising to be reviewed at this meeting. On the 19<sup>th</sup> July 2021 the Government lifted all legal limits and social distancing contact guidelines have been removed.</p> <p>Would the Village Hall committee like to move forward with fundraising within the Village Hall?</p> <p>The Fundraising committee advised at the last Village Hall committee meeting they would not be holding any indoor events until 2022.</p> <p>Discussion:</p> <p>VHC advised Saturday afternoons and Sundays are available. Indoor fundraising events were discussed but no one volunteered to arrange table top sale which was suggested.</p> <p>AB advised to revisit fundraising at the next meeting.</p>	<b>VHC</b>
<b>2021-07-06</b>	<b>To discuss Village Hall Supplement</b>	
	<p>In July 2019 meeting the committee agreed to and paid £80.00 for a supplement to be added to the Burstwick Village Newsletter. This supplement was advertising the user groups who use the Village Hall.</p> <p>The clerk is suggesting another supplement for the next issue of the newsletter, this could advertise user groups currently using the hall, new user groups and possibly give dates of when other user groups are likely to return to the hall.</p> <p>Jadan Press have very kindly confirmed they are happy to continue to support our community, and will produce the 4 A5 page Newsletter free of charge and the 4 A5 page supplement would be the same cost as July 2019 at £80.00.</p> <p>Discussion:</p> <p>All present advised good idea to help groups advertise, as helping the user groups to continue in turn helps keep the Village Hall open.</p> <p>Proposed: LH  Seconded: WB  Outcome: All agreed</p>	
<b>2021-07-07</b>	<b>To discuss PPL PRS licence</b>	
	<p>The PPL PRS licence for the Village Hall was made inactive in March 2020 when the village hall closed due to the pandemic.</p> <p>In accordance with government guidelines the hall reopened to limited community groups on the 23rd April 2021. To date the clerk understands no user groups hiring the hall have played music. In addition to this there has been no community events arranged by either the village hall committee or the parish council.</p> <p>A PPL PRS review specialist has confirmed there have been amendments to licensing requirements. The PRS element of the licence is to be obtained by the Venue to</p>	

	<p>cover all musical activity held within and the PPL element is to be obtained by the Individual/Organisation that is playing recorded music. The village hall should continue to hold both licence elements as they also hold events themselves. In addition to this hirers should now hold their own PPL licences. They do not need to hold a PRS licence as this is held by the village hall.</p> <p>The clerk recommends the committee approves the PPL PRS licence is reactivated on the 5th August 2021 (next billing subscription period).</p> <p>In 2019 the licence cost was £130.42. On submission of new forms detailing income for the last two financial years, PPL PRS Ltd will apply a credit for the duration of closure whilst calculating fee for the next billing period (5th August 2021 to 4th August 2022). Exact cost will be circulated once known.</p> <p>PPL PRS Ltd have confirmed they would not expect a private hire party to have a PPL licence, as it is a private closed event. However, they do advise all user who play music within the Village Hall do require to arrange their own PPL licence. Clerk will circulate an email to all user groups to advise if they play music in the Village Hall they will need to arrange their own PPL Licence.</p> <p>If there are any questions, Cllr. James can answer as he is the nominated account contact and has a greater understanding of the licence requirements.</p> <p>Any questions?</p> <p>Committee to agree clerk to advise dates to PPL PRS Ltd as outlined above.</p> <p>Discussion:</p> <p>Committee agreed to pay for PPL PRS licence, this will enable pre-recorded music to be played within the hall by events hosted by the Village Hall Committee and the Fund Raising Committee. Clerk to email committee cost of licence once known.</p> <p>Clerk to email all regular user groups to advise that they will require a PPL licence should they want to play pre-corded music in the Village Hall.</p> <p>Proposed: SG  Seconded: KH  Outcome: All Agreed</p>	<p>VHC</p> <p>VHC</p>
<p><b>2021-07-08</b></p>	<p><b>To discuss ERVHN membership</b></p>	
	<p>Clerk received a call from Anita Liley from East Riding Village Hall Network (ERVHN) asking if the committee would like to join.</p> <p>The information and membership application form the clerk received is within the supporting documents:  East Riding Village Halls (ERVHN) Network 2021-07-08-A  ERVHN Membership Form 2021-07-08-B</p> <p>Anita Liley apologised the ERVHN left such a bad impression before when the committee were members, Anita advised it is a different organisation now and has 87 members and receives good feedback from their members.</p> <p>The clerk advises that although the Village Hall committee have not been members for some years, the ERVHN sent out a lot of emails with information regarding covid practices and guidelines etc to non-members, including Burstwick.</p>	

	<p>Would the committee like to renew the membership at a cost of £60.00 covering period 1<sup>st</sup> July 2021 to 30<sup>th</sup> June 2022?</p> <p>Discussion:</p> <p>All present happy to renew membership. Clerk to complete membership form and arrange payment of £60.00 to cover the membership cost.</p> <p>Proposed: TN          Seconded: DJ          Outcome: All agreed</p>	<b>VHC</b>
<b>2021-07-09</b>	<b>To discuss hire agreement form for regular user groups</b>	
	<p>Clerk advises there are no signed hire agreement paperwork for any of the regular user groups. The clerk suggests all user groups should sign a hire agreement just as private hires do. The clerk has included a first draft in the supporting papers, see ref: 2021-07-09 and plans to modernise both the hire agreements for regular users and private hires, for review at the next meeting.</p> <p>Do any of the committee members have any suggestions or comments?</p> <p>Discussion:</p> <p>All present agreed regular user groups should have a signed hire agreement. No suggestions on content, all happy with work done so far.          VHC agreed to have new hire agreements for regular users and private hires, for review at the next meeting.          AB suggested more space for when hirers complete by hand.</p> <p>Proposed: TN          Seconded: SG          Outcome: All Agreed</p>	<b>VHC</b>
<b>2021-07-10</b>	<b>To agree to set up a working group to plan The Queens Platinum Jubilee celebrations</b>	
	<p>A four-day bank holiday weekend will mark the Queen's platinum jubilee next summer to celebrate the monarch's 70 years on the throne. The dates are Thursday 2nd June 2022 until Sunday 5th June 2022.</p> <p>It is part of a planned year of events to mark the first time a British sovereign has been on the throne for seven decades.</p> <p>Platinum jubilee beacons will also be lit throughout the UK, Channel Islands, Isle of Man and UK overseas territories – a tradition used to celebrate royal jubilees, weddings and coronations.</p> <p>The Parish Council have agreed to support this and will be forming a working group, would any committee members like to join the committee group.          The clerk also suggests these dates are frozen in the Village Hall diary.</p> <p>Discussion:</p> <p>All present agreed for the dates Thursday 2nd June 2022 until Sunday 5th June 2022 to be frozen in the diary.          AB, TN, RN, LH and RA volunteered to join the working group.</p>	<b>VHC</b>

	<p>DJ to circulate dates for the working group to meet.</p> <p>Proposed: TN          Seconded: LH          Outcome: All agreed</p>	
<b>2021-07-11</b>	<b>To discuss handyman for repairs</b>	
	<p>Clerk is asking for the committee to appoint a nominated contractor for repairs to the Village Hall as and when required, much in the same way the committee has a nominated Pest Control and Cleaner contractors.</p> <p>Clerk suggests hourly rate of £12.00 and contractor to supply own tools.</p> <p>Clerk would bring all details of repairs including cost of materials if required to the committee for approval before any repairs would begin.</p> <p>Following enquires by the clerk, Richard Netherton would be happy to be considered and confirms he has own liability insurance. If any repairs are out with of Richards scope external quotes will be obtained by the clerk.</p> <p>AB suggested small repairs to be approved via email – all agreed.</p> <p>Discussion:</p> <p>All present happy to have RN as nominated contractor for repairs to Village Hall and agreed to hourly rate of £12.00 per hour.</p> <p>Proposed: SW          Seconded: WB          Outcome: All agreed</p>	
<b>2021-07-12</b>	<b>Update on Toilet Refurbishment</b>	
	<p>The clerk and Cllr. James met with committee member Willem Brugge 28<sup>th</sup> June 2021 in the Village Hall to discuss possible ideas for the Toilet Refurbishment project.</p> <p>Awaiting drawings/information from committee member Willem Brugge.</p> <p>Discussion:</p> <p>WB distributed drawing for toilet refurbishment. All present agreed it was a great start. TN to discuss building extension with the Arch Bishop at an upcoming meeting.</p> <p>SIP panelling was suggested as an alternative to modular building.</p> <p>Discussion point to be brought back at next meeting.</p> <p>Proposed: TN          Seconded: WB          Outcome: All agreed</p>	<b>TN</b>

<b>2021-07-13</b>	<b>To discuss removal of Village Hall fence</b>	
	<p>Part removal of the Village Hall fence was brought up for discussion in the June 2021 Parish Council meeting. Cllr. Brown reported that persons had dug under the Village Hall fence to get a piece of wood that was then used to get into the W.I. garden on the other side of the hall – most probably to retrieve a ball.</p> <p>Cllr. Brown advised the unknown persons are putting themselves at risk climbing over the spiked security fence and suggested the wooden fence along the side of the W.I. garden be removed as they are using that to climb over. Chairman James of the Parish Council suggested that the Village Hall committee should take the decision. Parish Clerk also suggested moving the water butt as that could also be used to climb over the fence.</p> <p>See ref: 2021-07-13 in supporting documents for photo of fence.</p> <p>Any objections to the fence removal? Who is to remove the fence?</p> <p>Discussion:</p> <p>All present agreed for the removal of part of the fence, AB advised SB has volunteered to remove the fence.</p> <p>Proposed: SW Seconded: DJ Outcome: All agreed</p>	<b>SB</b>
<b>2021-07-14</b>	<b>To discuss damage to ladies inner toilet door</b>	
	<p>On the 19<sup>th</sup> July 2021 the clerk received an email from someone who recently visited the Village Hall via one of the user groups, they advised one of the inner doors of the Ladies toilets was damaged and they were concerned there might be Asbestos, please refer to ref: 2021-07-14 for picture of the damage. Due to the height of the damage on the door this could possibly have been done by someone punching the door. As you can see from the picture there is no material which resembles Asbestos, the door would appear to be made of wood and a plastic coated board. The damage has been covered to make safe.</p> <p>Would the committee like the clerk to arrange for a quote to repair or replace? Or would the committee like to hold off on the repair/replace due to eventual toilet refurbishment.</p> <p>Discussion:</p> <p>All present happy with the temporary repair to the ladies inner toilet door and all agreed no further action is required.</p> <p>Proposed: SG Seconded: SW Outcome: All agreed</p>	
<b>2021-07-15</b>	<b>To discuss damaged Village Hall roof</b>	
	<p>After many attempts to contact Steven Laws (Elite Roofing), he contacted to advise his company is dissolved and no longer exists. He has offered to come and look at the damage but it would not be in a professional business capacity.</p>	

	<p>Clerk arranged for 2 companies to inspect the flat roof. See ref: VH Roof Damage Photos 2021-07-15A for pictures of the damaged roof.</p> <p>First Roofing has submitted a quote, please see ref: 2021-07-15B within supporting documents, quote is for £5,500.00. Platinum Roofing advised after looking at the damage they declined to quote due to a busy orderbook.</p> <p>Clerk has contacted SBR &amp; Son Roofing Ltd and waiting to confirm a date they can come to look at the damage.</p> <p>The clerk will email quote from SBR &amp; Son Roofing Ltd once received and is asking if the committee if they are happy to vote by email their preference of company to complete the work rather than wait till the next committee meeting of 27<sup>th</sup> October 2021.</p> <p>Due to the value of works required, following the committee's selection of preferred Contractor (in accordance with the Village Halls Terms of Reference), costs will be forwarded to the Parish Council for review.</p> <p>Discussion:</p> <p>Committee agreed for clerk to email both quotes and the committee will return by email their choice of preferred contractor. Once this choice has been made the clerk will pass the details to RB for the Parish Council for review.</p> <p>Once passed by the Parish Council the clerk will contact the preferred contractor to arrange the repair.</p> <p>Proposed: TN Seconded: WB Outcome: All Agreed</p>	<b>VHC</b>
<b>2021-07-16</b>	<b>Update on repairs / maintenance / Health &amp; Safety</b>	
	<p>Bees nests – Clerk to contact Ian Asquith of Forward Pest Control to advise when date of work to remove bees nests will begin.</p> <p>Fire doors – Clerk arranging company to inspect fire doors.</p>	
<b>2021-07-17</b>	<b>To receive financial update on YTD income and expenditure</b>	
	<p>The clerk has circulated YTD payments and receipts, a summary and bank reconciliation documents via supporting documents, any questions?</p> <p>2021-07-14A Payments 2021-07-14B Receipts 2021-07-14C Bank Reconciliation 2021-07-14D Receipts &amp; Payments Summary</p>	



	<p>Discussion: No questions or comments.</p> <p>Proposed: TN Seconded: SG Outcome: All agreed</p>		
<b>2021-07-18</b>	<b>Agree schedule of payments and receipts</b>		
	<p><b>Payments</b></p> <p><u>April</u> Opus Energy (Gas) 101.56 Opus Energy (Electricity) 24.09</p> <p><u>May</u> Opus Energy (Gas) 62.16 Opus Energy (Electricity) 18.45 County Wide Pest Control 83.70 Lenka Culmanova 36.00</p> <p><u>June</u> Opus Energy (Gas) 48.95 Opus Energy (Electricity) 18.56 Business Stream, Yorkshire Water 190.41 Lenka Culmanova 84.00</p> <p><b>Total Payments 667.88</b></p> <p><b>Receipts</b></p> <p><u>April</u> HSBC Interest 0.02 Amazon Smile Donation 5.31</p> <p><u>May</u> HSBC Interest 0.02 Burstwick Martial Arts 28.00 Emma Heald (Yoga) 30.00 ERYC, PCC Election 640.00 Burstwick Bowls 136.00 Private Let 40.00</p> <p><u>June</u> HSBC Interest 0.02 Vicky Copeman (Yoga) 15.00</p> <p><b>Total Receipts 894.39</b></p>		
	<p>Discussion: No questions.</p> <p>Proposed: TN Seconded: WB Outcome: All Agreed</p>		

	<p>HSBC funds as per latest statements dated 1<sup>st</sup> July 2021.</p> <p>Current account: £15,141.75  Deposit account: £2,072.90  Total: £17,214.64</p>	
<b>2021-07-19</b>	<b>Items for next meeting</b>	
	<p>Update on regular and private let hire agreement forms.  Promotional banner/posters advertising Village Hall.  To discuss payment method for nominated contractors.</p>	
	<b>Date of next meeting:</b> 27 <sup>th</sup> October 7.30pm Burstwick Village Hall	
	<b>Meeting closed at:</b> 9.18pm	