

BURSTWICK PARISH COUNCIL

**Village Hall Committee Meeting
Hare and Hounds Restaurant, Burstwick
Monday 29th July 2019**

Present: Cllr. A Brown (Chairman) AB
 Cllr. D James DJ
 Cllr. S Gould SG
 Rose Angell RA
 Simon Brown SB
 Willem Brugge WB
 Richard Netherton RN
 Tracey Netherton TN
 Sally Wallis SW

Rose Blackburn – Clerk to PC RB

Public: 1

Minute	Discussion and agreement	Action
2019/07/01	To note apologies for absence	
	Lynne Hubert Michelle Storey Andy James	
2019/07/02	To agree to co-opt of Gentle Exercise Group representative	
	Committee to agree to co-opt Kath Hairsine. Proposed: TN Seconded: RA Outcome: All agreed	
2019/07/03	Committee members to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed Non-pecuniary: All present – village hall	
2019/07/04	To confirm the minutes of the meeting held on 24th April 2019	
	Signed as a correct record. Proposed: SG Seconded: DJ All agreed.	
2019/07/05	Matters arising from the minutes	
	Cllr. Brown asked if a further working group meeting had been held to discuss the toilets upgrade? No further meetings have been held. A number of other items raised were covered in the clerks update.	

2019/07/06	Clerk and Committee member updates	
	<p>The plastic cover on the emergency box has been broken for the third time. Clerk has one cover remaining. It is suspected the cover was broken w/c 15th July. Should a sign be placed on the storeroom door advising no unauthorised access or U18s? All agreed no unauthorised access sign to be placed on the storeroom door. VHC to arrange.</p> <p>Access to the circuit board on the mezzanine floor and the gas meter on the ground floor is still obstructed. Clerk concerned mezzanine floor is being for activities as opposed to just storage.</p> <p>On the 14th July Clerk noticed two window locks not fully closed.</p> <p>As per previous meeting Clerk confirmed all business advertising has been removed from the internal noticeboard.</p> <p>Clerk confirmed quotes for drainpipe repair, waterbutt and height of extinguishers are outstanding. Prices/findings will be presented at the next meeting.</p> <p>As previously agreed, Cllr. James confirmed that a donation of £1000.00 was made to all Saints Church, after the race night – which was a joint fundraising event.</p> <p>Committee members reported that a brown bin has appeared at the village hall.</p> <p>Committee members asked about recycling, as there is only a green bin for the village hall. VHC to ask ERYC about how the system works for recycling business waste.</p> <p>Could a metal bin with sand in the top for cigarette butts be placed outside the doors to the hall? VHC to clarify where the no smoking boundary is for the hall and to include this in the hire agreement.</p> <p>One committee member said they didn't know anything about the summer gala, could future fundraising events be discussed at committee meetings so volunteers and helpers have enough time to prepare and are clear on their job roles.</p> <p>It was reported that the main vehicle gate is sagging on its hinges, Willem Brugge has volunteered to re-hang it.</p> <p>It was asked when the floor was going to be cleaned, as the last stip and polish was done about 20 years ago. It was also reported that the buffer has gone missing, VHC price up a replacement as a short term solution.</p>	<p>VHC</p> <p>VHC</p> <p>VHC</p> <p>VHC</p> <p>VHC</p> <p>WB</p> <p>VHC</p>
2019/07/07	Update on village hall ceiling leaks	
	<p>Despite recent heavy rain, there have been no further leaks in the ceiling.</p> <p>If anyone does notice new leaks or staining, please let the village hall clerk know.</p>	
2019/04/08	To discuss costs of a village hall newsletter supplement	
	<p>The costs of adding a supplement to the parish council newsletter is £80.00 for 1,200.</p> <p>Following discussion, it was proposed for the village hall to cover this cost as a one off. Committee to ask user groups who contributed to the supplement, did it bring any new members or increased participation.</p>	

	<p>Committee to proceed with developing a village hall supplement for the next newsletter, at a cost of £80.00</p> <p>Proposed: SW Seconded: WB Outcome: all agreed.</p> <p>Village hall clerk to work with user groups to develop the supplement.</p>	VHC
2019/07/09	To agree online banking facility, credit card for purchases and village hall clerk expenditure limit for emergency items relating to the hall	
	<p>VHC reported that HSBC have finally updated the mandate and that bank statements are now in VHC name and address.</p> <p>Before proceeding with an application for a credit card, committee proposed for the following limits to be put in place for VHC:</p> <p>Up to £50 per month expenditure that does not need prior approval – to cover small sundry items and cleaning materials, all expenditure to be reported at the next committee meeting</p> <p>Up to £500 to resolve a health and safety issue at the hall, an email will be sent round to seek approval before incurring expenditure, any such expenditure will be reported at the next committee meeting</p> <p>Committee to agree to the VHC setting up online banking and to apply for a business credit card as per conditions set out above.</p> <p>Proposed: TN Seconded: RA Outcome: All agreed.</p>	VHC
2019/07/10	To discuss costs of skip hire	
	<p>This is for a clear out of the village hall, all user groups will be able to make use of the skip to clear away unwanted or broken equipment.</p> <p>VHC sourced the following proforma prices from Swift Skips in Hull as follows: 12 yard £289 (all include VAT and delivery) 14 yard £327 16 yard £347</p> <p>Following discussion it was proposed to hire the largest skip, for two weeks in conjunction with a planned user group clear out, skip to be located in the carpark inside the green fencing. All agreed to proforma payment terms.</p> <p>Proposed: SG Seconded: TN Outcome: All agreed</p> <p>VHC to liaise with user groups and book skip. Date to be confirmed.</p>	VHC
2019/07/11	To discuss new chairs for the village hall	
	<p>Clerk would like to suggest replacing the village hall chairs. If we replace with chairs like the ones in All Saints they would not only be more comfortable but it would be an option to save space. We could apply for a grant for the new chairs.</p>	

	<p>Suggested supplier GoPack. Trolley to hold 40 chairs: £122.80 plus vat (£147.36) 40 x GoPack Poly Folding Chairs: £604 plus vat (£724.80)</p> <p>Consider 80 or 120 chairs.</p> <p>Following discussion the committee proposed to try and sell 10 old chairs as a test to see how much they would go for. They also proposed to make a full application to the Burton Pidsea Windfarm Fund for 2 trollies and 80 chairs, and agree to make a 20% contribution toward the cost.</p> <p>Total cost is £1744.32 and village hall to contribute 20% at £348.86, total grant application is £1395.46</p> <p>Proposed: RN Seconded: RA Outcome: all agreed</p> <p>VHC to arrange to sell 10 old chairs and to make grant application (with 2 further quotes from other suppliers).</p> <p>Any broken chairs to be put in the skip when on site.</p>	VHC
2019/07/12	To discuss existing village hall hire rates	
	<p>Committee to discuss the options of increasing hire rates and review rates for existing user groups.</p> <p>Following a lengthy discussion it was proposed by the committee to standardised all local user groups to the same hire charge of £7.00 per hour from 1st August (this includes mother and toddler, scouts, WI, over 55's, gentle exercise and walking netball). All other charges remain the same. The hire charge for Cubs & Beavers will be discussed at a future meeting when the utility/service charge is calculated.</p> <p>Hire charges will be reviewed again in March 2020 before new financial year.</p> <p>Proposed: KH Seconded: SW Outcome: All agreed.</p> <p>VHC to inform local user groups.</p>	VHC
2019/07/13	To discuss possibility of new user group	
	<p>Clerk would like to suggest possibility of a new exercise user group, similar to the Gentle Exercise Group but possibly a mixed group (walking football?). The following ideas were put forward:</p> <ul style="list-style-type: none"> • Foot-golf • Dog play days • Walking football 	
2019/07/14	Update on grant proposal for the Gentle Exercise Group	
	<p>The Gentle Exercise Group have been successful with a Building Community Health Grant to the amount of £1,444.73. As the equipment will belong to Burstwick Village Hall, Clerk would like to propose equipment is purchased in full. An invoice for the full amount would then be submitted for reimbursement.</p> <p>Committee to approve expenditure in full for grant to be claimed back in one payment to reimburse incurred expenditure.</p>	

	<p>Proposed: SG Seconded: WB Outcome: All agreed</p> <p>VHC to proceed with ordering the equipment as per the grant application.</p>	VHC																		
2019/07/15	Update of repairs / maintenance / Health & Safety																			
	<p>Currently cleaning consumables are purchased by the Village Hall Cleaner with costs reimbursed. Following the recent Gala no floor cleaner was available. On the basis a credit card has been approved, Clerk suggests a stock list of consumables including toilet roll etc. is created and purchased by the Clerk. A small amount of consumables need to be available for user groups and private lets. These could be stored on a shelf in the storeroom above the mops.</p>																			
2019/07/16	Agree schedule of receipts and payments																			
	<p>YTD income and expenditure summary to be presented at next meeting.</p> <table border="1" data-bbox="319 739 1332 1142"> <tr> <td colspan="2">Payments</td> </tr> <tr> <td>Lenka Culmonova</td> <td>176.14</td> </tr> <tr> <td>Burstwick All Saints PCC (donation)</td> <td>1,000.00</td> </tr> <tr> <td colspan="2">Receipts</td> </tr> <tr> <td>Gentle Exercise</td> <td>80.00</td> </tr> <tr> <td>Private Let</td> <td>14.00</td> </tr> <tr> <td>Gentle Exercise</td> <td>64.00</td> </tr> <tr> <td>Hedon Children's Centre (deposit)</td> <td>10.00</td> </tr> <tr> <td>Burstwick Darby & Joan Club</td> <td>112.00</td> </tr> </table> <p>HSBC funds as per statements dated 1st July 2019.</p> <p>Current account: 8,526.29 Deposit account: 2,068.86 Total: 10,595.15</p>	Payments		Lenka Culmonova	176.14	Burstwick All Saints PCC (donation)	1,000.00	Receipts		Gentle Exercise	80.00	Private Let	14.00	Gentle Exercise	64.00	Hedon Children's Centre (deposit)	10.00	Burstwick Darby & Joan Club	112.00	
Payments																				
Lenka Culmonova	176.14																			
Burstwick All Saints PCC (donation)	1,000.00																			
Receipts																				
Gentle Exercise	80.00																			
Private Let	14.00																			
Gentle Exercise	64.00																			
Hedon Children's Centre (deposit)	10.00																			
Burstwick Darby & Joan Club	112.00																			
2019/07/17	Items for next meeting																			
	<ul style="list-style-type: none"> • Broadband / telephone connection • External hire charges • Reserve bank account 																			
2019/07/18	Emergency agenda item: To discuss contracts for utility providers																			
	<p>Cllr. James has been in contact with the village hall energy providers to re-negotiate energy contracts. Opus energy is offering a 3 year dual fuel contract which on paper if good value for money.</p> <p>It was proposed by committee to opt for the 3 year dual fuel contract with Opus Energy, to start from end of September.</p> <p>Proposed: TN Seconded: WB Outcome: All agreed</p>																			
	Date of next meeting to be confirmed at a later date.																			
	Meeting closed at: 9.20pm																			