

BURSTWICK PARISH COUNCIL

**Village Hall Committee Meeting
All Saints Church, Burstwick
Wednesday 6th March 2019**

Present: Cllr. D James DJ
Cllr. A Brown AB
Cllr. S Gould SG
Simon Brown SB
Lynne Hubert LH
Richard Netherton RN
Michelle Storey MS
Sally Wallis SW

Rose Blackburn – Clerk to PC RB

Village Hall Clerk VHC

Public: 2

Minute	Discussion and agreement	Action
2019/03/01	To note apologies for absence	
	Cllr. M Cripsey Rose Angell Willem Brugge Tracey Netherton	
2019/03/02	Committee members to disclose their interests in matters to be discussed	
	Pecuniary: Non disclosed	
	Non-pecuniary: All present – village hall Richard Netherton – All Saints Church, Burstwick	
2019/03/03	To confirm the minutes of the meeting held on 22nd November 2018	
	Signed as a correct record. Proposed: AB Seconded: DJ All agreed.	
2019/03/04	Matters arising from the minutes	
	DJ confirmed no further information from Burton Pidsea Windfarm grant panel. No further action required.	
	DJ to produce some signs to remind people to wipe the tables before they are stored.	DJ
	The building file commenced by TN has been handed to VHC.	
	RB confirmed Parish Gardener was OK with the planting of 100 bulbs.	

	<p>DJ confirmed no further leaks in the village hall ceiling from the initial areas of concern. AB advised a small wet patch had appeared other end of the ceiling which will be monitored.</p> <p>Village hall insurance was renewed December 2018.</p> <p>New bin schedule has been obtained and affixed to cleaning cupboard.</p>	
2019/03/05	Clerk and Committee member updates	
	<p>VHC has recently carried out the weekly health and safety check and has noted the following:</p> <p>i) Access to the circuit board on mezzanine floor and the gas meter on the ground is obstructed. VHC asked for volunteers from user groups to tidy and sort the areas to ensure there is clear access to both.</p> <p>MS was the only volunteer offering to help clear obstructed areas.</p> <p>VHC to email committee members requesting more volunteers to help MS and to keep meters unobstructed.</p> <p>ii) Two new Fire Angel smoke detectors, donated by Cllr. Cripsey have been installed in both the kitchen and the mezzanine floor. Both units have internal batteries that last 10 years. VHC has taken images of the expiration dates of all three smoke detectors and will include them in the health and safety folder.</p> <p>iii) Around 7.30am on Monday 4th March, Cllr. James noticed the village hall fire exit door was wide open. VHC requested user groups to keep an eye on the door and let him know if it opens again. Suspected it may not have been closed properly when opened last.</p> <p>VHC to email all committee members re fire door.</p> <p>iv) VHC has received some folders from committee members and is currently working through these.</p> <p>DJ advised committee of upcoming Race Night.</p> <p>LH enquired if a netball court could be marked out on the floor as the WI have commenced a walking netball group. No objections from committee members. VHC offered to help with future grant applications should the group become established.</p>	<p>MS</p> <p>VHC</p> <p>VHC</p> <p>VHC</p>
2019/03/06	To review committee membership in line with the Terms of Reference	
	<p>DJ thanked previous committee members for the contribution, particularly those with active roles.</p> <p>VHC confirmed Terms of reference had been emailed to all committee members within supporting papers and with the agenda. DJ confirmed Terms of reference adopted by Parish Council on 29th November 2018.</p> <p>RB provided documents for signing and requested everyone to complete and bring to the next meeting. RB offered assistance to anyone with queries.</p>	

2019/07/07	To discuss key holders and agree to fit new lock to main door if needed	
	<p>Keys handed in by previous committee members, Ray and Neil have been lost.</p> <p>VHC has obtained costs for a replacement cylinder (approx. £60) and £15 per key cut. These costs are for a 'closed suite' and will prevent any keys being duplicated without the committees approval (this includes hirers of the village hall).</p> <p>As it currently stands, the VHC does not have a full set of keys or a hirers set of keys.</p> <p>Discussion:</p> <p>Option of 'closed suite' discussed. It was noted this would also prevent hirers of the village hall making copies of keys, taking into consideration the equipment in the hall will be upgraded over the coming years ie. audio visual. SB suggested consideration be given for an digital lock.</p> <p>Decision:</p> <p>VHC to contact all user groups to determine list of key holders.</p> <p>VHC to obtain price for a digital lock.</p> <p>DJ to check with insurance company for preferred locking system.</p> <p>Proposed: LH Seconded: MS All agreed.</p>	<p>VHC</p> <p>VHC</p> <p>DJ</p>
2019/03/08	To agree to submit a grant supplication for equipment to support the new exercise class	
	<p>Details of gentle exercise equipment emailed to all committee members.</p> <p>For a grant application under £500 consider Burton Pidsea Wind Farm Community Chest grant. For a grant application over £500 ERYC flexi-grant system.</p> <p>Discussion:</p> <p>Committee reviewed items requested by user group and supported purchasing of all items.</p>	
	<p>To agree to submit grant application via Flexi-grant system.</p> <p>Proposed: SG Seconded: RN All agreed.</p>	

2019/03/09	To review bank mandate	
	<p>VHC requested authorisation to change HSBC bank account address details to VHC address.</p> <p>No change to signatories other than addition of Andy James.</p> <p>Alison Brown Sue Gould Tracey Netherton Simon Brown</p> <p>Discussion:</p> <p>All agreed.</p> <p>Decision:</p> <p>VHC to complete relevant mandates.</p> <p>Proposed: DJ Seconded: LH All agreed.</p>	
2019/03/10	To discuss and agree changes to the booking form	
	<p>VHC confirmed contact details on booking form have been updated to VHC.</p> <p>To consider removing the refundable damage deposit of £100 cheque. Most people do not have cheque books now and when the hirer signs the booking form/hire agreement, they sign to adhere to our Terms and Conditions of hire and to pay for any damage, see section 15 of our Terms and Conditions.</p> <p>Discussion:</p> <p>All agreed with proposal.</p> <p>Decision:</p> <p>To remove reference to £100 cheque refundable damage deposit.</p> <p>Proposed: RN Seconded: MS All agreed.</p>	
2019/03/11	To discuss forming a working group to progress the upgrade of the toilets project	
	<p>VHC requested volunteers to form a working group with the VHC on the refurbishment of the village hall toilets.</p> <p>Discussion:</p> <p>All agreed toilets need refurbishing. Consideration to be given to a modular block, subject to approval for the Diocese.</p> <p>DJ, MS, RN and SB offered to volunteer.</p>	

	Decision: VHC to arrange working group meeting.		VHC
2019/03/12	Update on repairs / maintenance / health & safety		
	VHC reported plastic screen 'in case of emergency' key holder on wall in boiler room had been replaced. VHC enquired if replacement plastic screens at a cost of approximately £10 could be purchased. Decision: Committee agreed for two replacement screens to be purchased. Proposed: SG Seconded: MS All agreed. VHC reported no rubber cane caps had been fitted to the canes supporting the new plants/shrubs on Festive Field. RB confirmed with the help of the parish gardener, most had been done. RB advised more would be fitted in due course. RB requested an additional 12 saplings to fill in the gaps. MS agreed to contact WB.		MS
2019/03/13	Agree schedule of receipts and payments		
	Payments Lenka Culmunova (cleaner)	78.30	
	Receipts Hire of Hall	60.00	
	HSBC funds as per statements dated 1 st February 2019. Current account: 5,562.21 Deposit account: 2,067.16 Total: 7,629.37 Proposed: MS Seconded: RN All agreed.		
2019/03/14	Items for next meeting		
	To agree online banking facility. To agree credit card for purchases. To agree VHC expenditure limit for emergency items relating to H&S. To discuss costs for a village hall newsletter supplement.		
	Date of next meeting to be confirmed at a later date.		
	Meeting closed at: 8.37pm		