

BURSTWICK PARISH COUNCIL

**Village Hall Committee Meeting
Burstwick All Saints, Burstwick
Monday 24th February 2020**

Present:	Cllr. A Brown (Chairman)	AB
	Cllr. M Cripsey	MC
	Cllr. S Gould	SG
	Cllr. D James	DJ
	Rose Angell	RA
	Simon Brown	SB
	Willem Brugge	WB
	Kath Hairsine	KH
	Lynne Hubbert	LH
	Tracey Netherton	TN
	Richard Netherton	RN
	Michelle Storey	MS
	Sally Wallis	SW
	Rose Blackburn – Clerk to PC	RB
	Village Hall Clerk	VHC

Public:

Minute	Discussion and agreement	Action
2020/02/01	To note apologies for absence – Willem Brugge	
2020/02/02	Members to disclose their interests in matters to be discussed Pecuniary: Non disclosed Non-pecuniary: All present – village hall	
2020/02/03	To confirm the minutes of the meeting held on 13th October 2019 Signed as a correct record. Proposed: SG Seconded: LH Outcome: All agreed.	
2020/02/04	Clerk and Committee member updates <ul style="list-style-type: none">▪ Poster confirming East Riding Council divert 95% of collected waste is diverted away from landfill to generate fuel, this is situated on the wall above the rubbish bin in the kitchen.▪ Village hall supplement was designed by Councillor James and was delivered within the last newsletter.▪ This week I will begin to plan a budget for the next financial year, this will include the hourly utility charge.	

	<ul style="list-style-type: none"> ▪ Servicing of boilers completed, awaiting invoice from J Hart Plumbing. ▪ Under the grounds of H&S, VHC has authorised J Hart Plumbing to repair store room radiator leak. This will be a cost of £175-£225 plus vat as this repair will take an estimated 3-4 hours. ▪ On many occasions VHC has gone round to the village hall and it clearly has not been swept. The rubbish bin on separate occasions was completely full and required emptying. VHC also received another complaint of dirty tables being put away, VHC inspected the tables and found this to be correct for most of the tables. VHC has swept the hall, emptied the bins and wiped down all the tables. What would the committee like to be done to highlight these issues? All user groups should be doing these after every hire as per notices and previous emails. VHC to circulate email to user groups reminding everyone to open blinds prior to leaving the hall. ▪ Cllr. James thanked everyone who attended and supported the Quiz Night. Everyone was reminded of the upcoming Race Night – Friday 20th March 2020. Initial company sponsorship has been good. ▪ Cllr. James confirmed he has received a 148 page document from Humberside Fire & Rescue and is currently reviewing contents with regards to the number of extinguishers required in the hall. Enquiries with Humberside Fire & Rescue suggest the hall has more than the required amount. DJ to carry out a review and feed back to committee at the next meeting. 	<p style="text-align: center;">VHC</p> <p style="text-align: center;">DJ</p>
2020/02/05	Matters arising from the minutes	
	<p>VHC advised matters arising from previous minutes will be removed from future meetings. VHC confirm he will circulate an email to all committee members one week prior to the meeting and call for additional agenda items.</p> <p>AB enquired broadband, HSBC reserve account, curtains and solar panels. VHC confirmed action points remain outstanding.</p>	
2020/02/06	Committee to discuss and agree on date/time/venue for remainder of 2020 meetings	
	<p>Unfortunately it has not been possible for the VHC to arrange dates/times/venue for the VH meetings. It has been mentioned to the VHC that some dates and times are not suitable and that members will regrettably leave the committee if they cannot attend the meetings.</p> <p>VHC has been advised weekends are not suitable for the meetings, daytime during the week are not suitable for the meetings.</p> <p>VHC believes meetings for the village hall should take place in the village hall. VHC is not available for evening meetings on a Tuesday, this was disclosed in the interview when applying for the VHC position.</p> <p>Discussion:</p> <p>Various dates and venues discussed. Agreed dates for upcoming meetings, all commencing at 7.30pm and to be held in the Village Hall.</p>	

	<p>Wednesday 8th April Wednesday 27th May Wednesday 12th August Wednesday 28th October</p> <p>Proposed: SG Seconded: TN Outcome: All agreed.</p>													
2020/02/07	To discuss storage of the new chairs													
	<p>Storage of the new chairs is possibly a struggle for some user groups. Chairs are not being stored correctly and in some cases they are not being secured properly or not secured at all, a committee member advised the brake on the storage trolleys is not being put on also, this is a Health & Safety issue.</p> <p>Would leaving a number of the chairs stood up against the wall in the store room be helpful? Or is a new smaller trolley required?</p> <p>VHC presented details of a folding chair transport truck available from the Church Buying Group at a cost of £202.80 plus vat.</p> <p>Discussion:</p> <p>No objections noted to the recommendation of purchasing a third chair trolley at a cost of £202.80 plus vat from the Church Buying Group.</p> <p>Proposed: SW Seconded: DJ Outcome: All agreed.</p>	VHC												
2020/02/08	To agree hire charges													
	<p>Simplified rates as agreed:</p> <table> <tr> <td>Hourly rate Business</td> <td>£20.00</td> </tr> <tr> <td>Hourly rate Private</td> <td>£15.00</td> </tr> <tr> <td>3 hour party</td> <td>£25.00</td> </tr> <tr> <td>Wedding afternoon</td> <td>£75.00</td> </tr> <tr> <td>Wedding evening</td> <td>£75.00</td> </tr> <tr> <td>Wedding afternoon & evening</td> <td>£140.00</td> </tr> </table> <p>Discussion:</p> <p>No objections notes to proposed rates. Discussed and agreed to apply from 1st April 2020. VHC to upload to website.</p> <p>Proposed: TN Seconded: SG Outcome: All agreed.</p>	Hourly rate Business	£20.00	Hourly rate Private	£15.00	3 hour party	£25.00	Wedding afternoon	£75.00	Wedding evening	£75.00	Wedding afternoon & evening	£140.00	
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2020/02/09	To agree on date for skip hire	
	<p>The VHC is asking for the skip to be delivered on a Friday and then collected on the following Monday. The VHC will be available to meet each user group over the Saturday & Sunday to help throw anything into the skip.</p> <p>All user groups should be notified that the VHC will be asking for an up to date inventory list of all items that each user group keeps in the hall.</p> <p>The curtains and curtain poles in the hall will be removed and binned on the weekend also.</p> <p>The cost of skip hire was approved at a previous meeting.</p> <p>Discussion:</p> <p>Discussed and agreed for skip to be delivered and accessible to user groups over a weekend from 29th May to 1st June.</p> <p>Agreed for VHC to circulate email reminding committee members of sizes available, VHC to select most appropriate size following the recent disposal of old chairs.</p> <p>VHC will email confirmation once skip is booked. Reminder to inform PC Gardener as access to steel storage may be required.</p> <p>Proposed: KH Seconded: SW Outcome: All agreed.</p>	<p>VHC</p> <p>VHC</p>
2020/02/10	To agree and minute for the VHC to be the primary named person responsible for online account	
	<p>In order to arrange online banking HSBC require confirmation the committee agree for the VHC to be the primary named person responsible for the online account and card.</p> <p>Discussion:</p> <p>No objections to proposal. VHC to contact HSBC to arrange online access.</p> <p>Proposed: LH Seconded: RN Outcome: All agreed.</p>	
2020/02/11	To discuss costs to replace drainpipes, guttering and water butt	
	<p>Councillor James made appointments with companies to quote for drainpipes, guttering etc. Unfortunately they did not turn up and are not responding to calls. Can we go with the quotation from First 4 Roofing at a cost of £700.</p> <p>Discussion:</p> <p>No objections to proceeding with First 4 Roofing. VHC to confirm colour of drainpipes are black and arrange works.</p> <p>Proposed: RA Seconded: LH Outcome: All agreed.</p>	

2020/02/12	To discuss costs for floor maintenance	
	<p>Quote from KleenzGroup</p> <p>To sand Village Hall floor (172m²), apply 1 x coat of Pallmann Pall X 325 Primer & 3 coats of Pallmann Pall X 98 Gold, Water-based, 2-component commercial wood flooring lacquer, very high resistance to heavy chemical and mechanical wear and slip resistance £4195.00</p> <p>Would the committee like another quote or discuss and decide a different course of action.</p> <p>KleenzGroup did advise that the moisture content in the floor is up to 17% in some parts of the floor, This is usually lower, between 8 – 12%. We can combat this in the way the floor is cleaned but not using water and a traditional mop and mop bucket but by using a mop with microfibers and using a mist spray to clean.</p> <p>Discussion:</p> <p>Following an in depth discussion it was proposed to delay works until after building works, toilet works and painting of the hall. In the meantime it was agreed for VHC to purchase a Bona mist and mop system for the cleaner at a cost of £40/£50.</p> <p>Proposed: RA Seconded: SW Outcome: All agreed.</p>	
2020/02/13	To discuss and agree increase for cleaner	
	<p>The Government has advised the minimum hourly rate is due to increase to £8.72 on 1st April 2020.</p> <p>Discussion:</p> <p>No objections. All agreed to increase per Government guidance.</p> <p>Proposed: RN Seconded: DJ Outcome: All agreed.</p>	
2020/02/14	Update on repairs / maintenance / Health & Safety	
	<p>Festive field has been closed by the Parish Council due to a sewage leak and has been reported to Yorkshire Water by DJ.</p> <p>Thank you to Cllr. James and Cllr. Whiting for putting the cordon in place.</p> <p>A member of the indoor bowls has advised the toilet door within the men's toilets does not close and offer any privacy. DJ and RN have inspected the door and advised that the door has fallen slightly and needs to be taken off, planed and refitted. DJ and RN and VHC will hope to do this when they have time, this would of course save the committee money. It was reported the door handle to the ladies toilets had also broken.</p> <p>VHC advised a number of ridge tiles recently fell off the village hall roof in the strong winds. VHC confirmed he contacted Stephen Laws (Elite Roofing) who has visited</p>	

	<p>and made secure the tiles. Invoice for works, carried out under H&S will be approximately £100. VHC thanked WB and DJ for arranging the cordon and erecting signage advising visitors not to park adjacent to the village hall.</p> <p>VHC has bought a new combination padlock as the one on the cleaning cupboard needed replacing as we only now have one (very flimsy) key left. The code will be circulated to all contacts in the user groups. VHC believes all the user groups should have it so they can replenish toilet rolls, bin bags etc.</p>	
2020/02/15	To receive financial update on YTD income and expenditure	
	<p>VHC presented financial update and bank reconciliation on YTD income and expenditure up to 31st January 2020.</p> <p>No questions or queries.</p>	
2020/02/16	Agree schedule of payments and receipts	
	<p>Payments</p> <p><u>October</u></p> <p>EDF Energy 37.00</p> <p><u>November</u></p> <p>Opus Energy (Gas) 29.11</p> <p>Opus Energy (Electric) 26.60</p> <p><u>December</u></p> <p>Opus Energy (Gas) 133.37</p> <p>Opus Energy (Electric) 33.30</p> <p>Lenka Culmanova 180.62</p> <p>Business Stream (Yorkshire Water) 114.24</p> <p>Burstwick All Saints (Rent) 50.00</p> <p>Came & Co. (Insurance) 796.22</p> <p><u>January</u></p> <p>Opus Energy (Gas) 215.94</p> <p>Lenka Culmanova 82.10</p> <p>Opus Energy (Electric) 32.66</p> <p>Jadan Press (VH Supplement) 80.00</p> <p>County Wide Pest Control 83.70</p> <p><u>February</u></p> <p>County Wide Pest Control 83.70</p> <p>Andy James (VHC Expenses) 78.63</p> <ul style="list-style-type: none"> - Padlock 8.06 - BluTack 1.50 - Toilet Rolls 16.00 - Red/White Warning Tape 12.99 - Vinyl Stickers 35.09 - Connect Dist. 4.99 <p style="text-align: right;">2,057.19</p> <p>Receipts</p> <p><u>October</u></p> <p>Vicky Copeman (Yoga) 60.00</p> <p>Emma Heald (Yoga) 15.00</p>	

	Private Let	15.00		
	BMAF	42.00		
	Vicky Copeman (Yoga)	45.00		
	Burstwick All Saints-Scouts,Cubs,Beavers	36.00		
	<u>November</u>			
	EDF Energy (refund)	29.98		
	Over 55s	56.00		
	WI	161.00		
	Burstwick Bowls	204.00		
	Gentle Exercise Group	84.00		
	ERYC (grant)	1,420.68		
	<u>December</u>			
	Emma Heald (Yoga)	15.00		
	BMAF	42.00		
	Burstwick Bakers	266.70		
	Hare & Hound (Thurs. club donation)	65.50		
	Private Lets	175.00		
	Gentle Exercise Group	32.00		
	<u>January</u>			
	WI	35.00		
	Burstwick Bowls	289.00		
	Over 55s	52.00		
	WI (donation)	50.00		
	Private Lets	35.00		
	Vicky Copeman (Yoga)	60.00		
	Mother & Toddlers	152.00		
	Vicky Copeman (Yoga)	90.00		
	BMAF	98.00		
	Mother & Toddlers	70.00		
	ERYC (grant)	1,105.92		
	Gentle Exercise Group	70.00		
		4,871.78		
	Proposed: RA Seconded: RN Outcome: All agreed.			
	HSBC funds as per statements dated 1 st February 2020. Current account: 10,083.80 Deposit account: 2,070.94 Total: 12,154.74			
2020/02/17	Items for next meeting			
	VHC advised he will circulate an email one week prior to next meeting.			
	Date of next meeting: Wednesday 8th April 2020			
	Meeting closed at: 8:52pm			