

**BURSTWICK PARISH COUNCIL**

**Village Hall Management Committee Zoom Meeting  
Monday 27<sup>th</sup> July 2020**

Present: Cllr. A Brown (Chairman) AB  
Cllr. D James (Vice Chairman) DJ  
Rose Angell RA  
Simon Brown SB  
Richard Netherton RN  
Tracey Netherton TN  
Michelle Storey MS

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

Public:

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>2020/07/01</b>	<b>To note apologies for absence –</b> Cllr. Martin Cripsey Cllr. Sue Gould Willem Brugge Kath Hairsine Lynne Hubbert Sally Wallis	
<b>2020/07/02</b>	<b>Members to disclose their interests in matters to be discussed</b> <b>Pecuniary:</b> Non disclosed  <b>Non-pecuniary:</b> All present – village hall  AB - VH garden, W.I. & Parish Council DJ – Parish Council	
<b>2020/07/03</b>	<b>To confirm the minutes of the meeting held on 24<sup>th</sup> February 2020</b> Agreed minutes are a correct record and to be signed at the next face to face meeting.  Proposed: DJ Seconded: TN Outcome: All agreed.	<b>VHC</b>
<b>2020/07/04</b>	<b>Clerk and Committee member updates</b>  The guttering and drainpipe work has been carried out by authorised company First 4 Roofing, invoice has been received and paid.  Councillor Martin Cripsey has donated 3 x Fire Angel smoke alarms	

2020/07/05	<b>To discuss grant applications submitted by VHC</b>	
	<p>VHC applied for the Future Communities Initiative Grant, this was successful and we have received £200. This money is to help with ongoing running costs.</p> <p>VHC applied for The Retail Hospitality &amp; Leisure Grant (RHL Grant) which is available to charitable village halls, this was successful and we have received £10,000. Although there are no conditions attached to receiving the £10,000 the VHC is asking the committee to ring fence the money for costs related to co-vid 19.</p> <p>Discussion:</p> <p>No objections noted and the committee agreed the £10,000 will be ring fenced for Co-vid 19.</p> <p>Proposed: TN  Seconded: MS  Outcome: All Agreed</p>	
2020/07/06	<b>To discuss re-opening of the Village Hall</b>	
	<p>With the information received from Acre (Action With Communities in rural England) for re-opening Village and community halls, see below for which groups who use our village hall are permitted or not permitted to use the hall.</p> <p><b><i>Government guidance on the safe opening of community facilities which are Co-vid 19 secure are able to hold no more than 30 people.</i></b></p> <p><b>Activities held indoors where smaller numbers of people attend: ie, seated classes.</b></p> <p>W.I.  Over 55's club</p> <p><b>Activities for children and young people: ie, Cubs, parent &amp; toddlers, small youth clubs.</b></p> <p>Cubs, Beavers &amp; Scouts  Mother &amp; Toddlers</p> <p><b><i>NOTE: Fitness or sports activity should be held outdoors. For activities with toddlers, soft toys should be avoided and parents should be encouraged to bring their own toys.</i></b></p> <p><b>The following groups are not permitted, awaits further Government guidance:</b></p> <p>Indoor sport &amp; exercise classes (Yoga, BMA, walking netball &amp; Gentle exercise)  Indoor bowls</p>	

**Planning for re-opening**

**The COVID-19 Secure Guidelines:** Trustees, managers and any staff need to be aware that the following 5 key points apply. These underpin COVID Secure status and this information and arrangements should reflect them:

**Minimise contact with individuals who are unwell: Nobody** should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.

**Clean your hands often:** Sanitiser or soap and water should be provided at entry and exit points, sanitiser and/or running water, soap and paper towels or hot air driers in toilets and kitchens.

**Respiratory hygiene:** Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned. A **“Catch it, Bin it, Kill it”** poster is available (see end for link).

**Regular cleaning of surfaces that are touched frequently:** including door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces. Ordinary domestic products can be used.

**Maintain social distancing where possible:** Social distancing guidelines currently require at least 2 metres (3 steps) to be maintained between individuals.

VHC suggests first action would be to send a Co-vid 19 Reopening Questionnaire to establish if and when user groups would like to return to the village hall, together with additional special conditions of hire during Co-vid 19 and a sample risk assessment for hall hirers.

VHC has a sample Co-vid 19 Risk Assessment for re-opening Village and Community Halls – July 2020 which the VHC is currently working through for when we reopen the hall.

VHC has provided a list of suggested items required for a Co-vid 19 first aid box and also suggested signage for the hall, all for committee approval.

DJ will provide maximum occupancy signage for the toilets.

Discussion:

Committee members advised they had read all the supporting documents from the VHC and no objections raised for the plan to re-open the village hall. All agreed proposal was sensible and straightforward.

AB asked if the village hall could be ready with all the Co-vid 19 safety measures in place for Tuesday 4<sup>th</sup> August 2020 so members of the W.I. group can use the toilet facilities, the W.I. are having a socially distancing gathering in the Festive Field. VHC will do his best for this date and will keep AB informed.

A query was raised by SB regarding the one way access to the mens toilets. VHC advised it will be the responsibility of the user group to ensure Social Distance Guidelines are adhered to.

Proposed: RN

Seconded: MS

Outcome: All Agreed

**VHC**

<b>2020/07/07</b>	<b>To discuss Parish Council using village hall for monthly meetings</b>	
	<p>The Parish Council are seeking to use the Village Hall for their monthly meetings. The meetings are held on the last Thursday of every month except December. We are asking the bowls group to give up the last Thursday evening in the afore mentioned months and hopefully move to another day/time for the last week of the month.</p> <p>There would be no hire charge for this meeting as the Parish Council are the Trustees.</p> <p>Discussion:</p> <p>No objections, VHC will email Sally Wallis and ask the bowls group to give up the last Thursday evening in the afore mentioned months and hopefully move to another day/time for the last week of the month.</p> <p>RB suggested the PC could pay for the utility charges based on a 3 hour meeting.</p> <p>Proposed: MS  Seconded: TN  Outcome: All Agreed</p>	<b>VHC</b>
<b>2020/07/08</b>	<b>To discuss refund for W.I. group</b>	
	<p>The W.I. have 11 monthly meetings throughout the year and pay for the meetings in advance. The meetings are 3 hours long and are at a cost of £21.00 per meeting. As the village hall temporary closed on 19<sup>th</sup> March 2020, so far 4 meetings have not been held, a refund of £84.00 is due at the moment.</p> <p>VHC has suggested the following options:</p> <p>Option 1 is to refund the £84.00 and then refund £21.00 each month for each meeting missed thereafter, until the last meeting of this year in November, dependant on when the village hall is re-opened.</p> <p>Option 2 is to wait until the meetings can re-start and then refund all missed meetings in one payment.</p> <p>Option 3 is to ask if the W.I. would they rather not have a monetary refund but have the missed meetings set off against next year's meetings. If the W.I. have missed 5 meetings this year then we could give 5 free meetings next year.</p> <p>Discussion:</p> <p>No objections to the proposed options. VHC to email W.I. President Alison Brown and W.I. Treasurer Marjorie Thaw regarding refund options.</p> <p>Proposed: DJ  Seconded: RN  Outcome: All Agreed</p>	<b>VHC</b>

2020/02/09	<p><b>To discuss theft of plants from VH garden</b></p>	
	<p>At least six mature lavender plants were stolen sometime in the last few weeks from the border beneath the Village Hall windows. The methodical way they have disappeared strongly points to them being stolen for replanting, rather than any random vandalism. AB and SB have put a lot of effort and, in this particular case, their own money into trying to make the Festive Fields a pleasant area for the village, so such behaviour is very disheartening. AB has publicised the issue on social media.</p> <p>As of yet no one has informed the police. If the committee feel that is appropriate, then the VHC will contact our local policing officer. Whilst probably not much more than a minor deterrent, SB is asking the VH committee to consider putting up a polite notice on the wall to the effect <b><i>“These gardens are wholly maintained and funded by volunteers. Please enjoy them, but treat them with the appropriate respect.”</i></b></p> <p>Discussion:</p> <p>Agreed for sign to be put upon the wall above the VH gardens advising:</p> <p><b><i>“These gardens are wholly maintained and funded by volunteers. Please enjoy them, but treat them with the appropriate respect.”</i></b></p> <p>VHC will obtain quotes and present at the next meeting.</p> <p>It was suggested details of the sign could be posted on social media.</p> <p>Proposed: RN  Seconded: DJ  Outcome: All Agreed</p>	<p>VHC</p>
2020/07/10	<p><b>To discuss improvements for water butt in VH garden</b></p>	
	<p>With reference to the water butt, SB has supplied three photographs to illustrate his concerns with the installation. The major issue is that the diverter take-off has been sited at least a foot above the top of the butt. To work properly, a diverter must be positioned no higher than the top of a butt, otherwise all flow is continuously diverted into the butt until it uncontrollably overflows. As you can see from the “Butt overview” photograph, this is exactly what is happening; as evidenced by the wetting of the adjacent sleeper. If not corrected, this will eventually rot the sleepers; as well as being a risk to the wall of the village hall. The third photograph shows that, even if the diverter was correctly located, the outfall from the drain pipe is not into the drain hole, but just out against the wall of the building, which again is unsatisfactory.</p> <p>The old butt did not have a diverter, Instead the full downpipe flow was directed into it and allowed to overflow. This was equally unsatisfactory, but at least it was positioned away from the wooden sleepers and was reasonably level. SB has experience and suggests that a diverter has to be regularly cleaned out otherwise it fills with debris off the roof and becomes blocked. Consequently, proposal would be:</p> <p>a) Reposition the butt on to level ground away from the raised sleeper bed. Preferably, stand it on a concrete paving slab so that it is level.</p>	

	<p>b) Remove the diverter and pipe the full downflow into the butt and the lid already has a nominated cut out area for this.</p> <p>c) Use the current diverter inlet at the top of the butt to fit an overflow tube and run it to a safe location. This could be into the existing drain, although unsure how functional that is. Preference would be to run the tube out through the fence and onto the gardens. If we were really clever, this might involve attaching some “leaky hose” to better spread the benefit. (By coincidence, SB some such spare hose!)</p> <p>Obviously if this acceptable and endorsed, there would be some minimal cost (say £20-30) for a paving slab, some black pipe adaptors and a length of plastic tubing (we could reuse the round downpipe as this would become superfluous). For simplicity, SB would be more than happy to carry-out the modifications.</p> <p>Discussion:</p> <p>No objections, proposed for SB to carry out modifications up to the cost of £30.00 and pass on receipts to VHC for reimbursement.</p> <p>Proposed: DJ  Seconded: TN  Outcome: All Agreed</p>	
<b>2020/07/11</b>	<b>Update on repairs / maintenance / Health &amp; Safety</b>	
	<p>Repairs to guttering completed.</p> <p>KH recently brought to the attention of the VHC that the grass inside and around the area of the kissing gate to Festive Field requires strimming to allow unhindered access for wheel chairs and zimmer frames. DJ has advised RB.</p> <p>Discussion:</p> <p>RB confirmed reported to PC gardener.</p>	
<b>2020/07/12</b>	<b>To receive financial update on YTD income and expenditure</b>	
	<p>VHC circulated documents via email, any questions?</p> <p>Discussion:</p> <p>There were no questions.</p>	

2020/07/13	<b>Agree schedule of payments and receipts</b>		
	<p><b>Payments</b></p> <p><u>April</u> Opus Energy - Gas £74.27 Opus Energy - Elec £32.66 County Wide Pest Control £83.70</p> <p><u>May</u> Lenka Culmanova £98.52 ReedKleen £107.15 Opus Energy - Gas £37.71 Opus Energy – Elec £19.67</p> <p><u>June</u> Lenka Culmanova £87.20 Opus Energy – Gas £11.89 Opus Energy – Elec £16.88 Yorkshire Water £172.83 ReedKleen £49.06 Lenka Culmanova £87.20</p> <p><u>July</u> First 4 Roofing £700.00</p> <p><b>Total £1,578.74</b></p> <p><b>Receipts</b></p> <p><u>April</u> HSBC Interest £0.35</p> <p><u>May</u> HSBC Interest £0.34</p> <p><u>June</u> HSBC Interest £0.33 ERYC (RHL Grant) £10,000.00 Vicky Copeman £45.00 Vicky Copeman £60.00</p> <p><u>July</u> HSBC Interest £0.02 ERYC Future Communities Grant £200.00</p> <p><b>Total £10,306.04</b></p>		
	<p>Proposed: RN Seconded: MS Outcome: All Agreed</p>		
	<p>HSBC funds as per statements dated 1<sup>st</sup> July 2020.</p> <p>Current account: £18,244.68 Deposit account: £2,072.66 Total: £20,317.34</p>		

<b>2020/07/14</b>	<b>Items for next meeting</b>	
	No items raised.	
	<b>Date of next meeting: Wednesday 12<sup>th</sup> August 2020 (Face to face or Zoom meeting to tbc)</b>	
	<b>Meeting closed at: 7.55pm</b>	