

**BURSTWICK PARISH COUNCIL**

**Village Hall Management Committee Meeting  
Meeting held at Burstwick Village Hall  
Wednesday 30<sup>th</sup> August 2023**

Present:

Cllr. D James (Vice Chairman)	DJ
Cllr. S Gould	SG
Rose Angell	RA
Dave Gelder	DG
Kath Hairsine	KH
Tracey Netherton	TN
Richard Netherton	RN
Helen Wardill	HW
Andy James - Village Hall Clerk	VHC

Public: None

<b>Minute</b>	<b>Discussion and agreement</b>	<b>Action</b>
<b>2023-08-01</b>	<b>To note apologies for absence.</b>	
	Apologies received from Alison Brown, Martin Cripsey and Lynne Hubbert.	
<b>2023-08-02</b>	<b>Members to disclose their interests in matters to be discussed.</b>	
	<b>Pecuniary:</b> None  <b>Non-pecuniary:</b> All present – village hall	
<b>2023-08-03</b>	<b>To confirm the minutes of the meetings held on 12<sup>th</sup> &amp; 19<sup>th</sup> April 2023.</b>	
	On the 25 <sup>th</sup> August 2023 the clerk emailed a copy of the minutes for the Village Hall Management Committee meetings held on the 12 <sup>th</sup> & 19 <sup>th</sup> April 2023.  Committee to confirm minutes.  Proposed: TN Seconded: DG Outcome: All Agreed	

2023-08-04

**Clerk and Committee member updates.**

**Clerks update.**

- Burstwick 100 Club members has risen to 56, to date the 100 club has raised a total of £278.00.
- Clerk has purchased the bespoke bookcase from Fawcett's as agreed in previous meeting.
- Spitfire Services – serviced the Fire Extinguishers and P.A.T. tested the electrical items in May 2023.
- AL Plumbing serviced the boilers and made repairs to the radiators which were reported as not heating up at the top.
- First 4 Roofing cleaned out and made repairs to guttering as agreed in previous meeting.
- Clerk purchased new ceiling tiles from Star Suspended Ceilings as agreed in previous meeting, the ceiling tiles were fitted by committee members Dean James & Dave Gelder.
- The village hall was used as a polling station on Thursday 4<sup>th</sup> May for Local Government Election. Clerk thanked Burstwick W.I. Netball, Burstwick Indoor Bowls and Remington Dog Training for giving up their regular hire day so the village hall could be used for the purpose of a polling station.
- Clerk purchased paint as agreed at previous meeting, for volunteers to paint all the toilets in the VH. The assisted toilet and ladies' toilets have been painted by volunteers – thanks noted. Clerk advised the gents toilets are yet to be painted.
- Kerri Dawson, Parish Council Clerk arranged for the Village Hall end of year accounts audit, completed by Richard Dixon – Accounting Services. The end of year report has been passed by the Parish Council. Ms. Dawson advised the Parish Council are very pleased with the end of year accounts. A copy of the report can be emailed to committee members on request.
- The Burstwick Race Night fund raising event was held on 10<sup>th</sup> June. Although slightly less than hoped numbers attending, nonetheless it was a good fundraising event. Future race nights will revert to October, with the next event planned for October 2024. The event was run by committee members Dean James, Tracey Netherton, Richard Netherton and cler). Total amount raised £408.05 which was split £308.05 for the Village Hall and £100.00 for Burstwick Messy Breakfast.
- In July the Clerk purchased a replacement 12mtr extension reel for the village hall cleaner at a cost of £20.00.
- Burstwick Party in the Park was held on Saturday 22<sup>nd</sup> July 2023 and despite the rain on the day was well attended. Clerk thanked committee member Dave Gelder and volunteers for all the hard work put into achieving a great day. Committee member Dave Gelder will have more to report on the fundraising event in committee member updates.
- In August the Clerk purchased a replacement padlock for the VH gate (W.I. garden) at a cost of £20.
- Rev Philip West who represents the Keyingham P.C.C., hired the Village Hall on Saturday 26<sup>th</sup> August 2023. Prior to hire Rev West enquired if they needed to pay for the hire or if they have free hires. Clerk advised that in the past Burstwick P.C.C. have always paid for their hires, albeit on a cheaper rate of utilities charge only. This rate was also paid by Andy Broom when the hall was hired for the meeting regarding the closure of Burstwick All Saints Church. Rev West opted for a free hire as stated in the lease agreement.
- As per email agreement from committee members, vinyl stickers have been ordered for promotional banners for the upcoming Burstwick Quiz Night and

	<p>the Christmas event being held on Sunday 26<sup>th</sup> November 2023. Burstwick Bakers will have a stall again selling homemade baked goods at the Christmas event. They welcome donations of baked goods for the day, if baking is not your forte then any store-bought cakes/mince pies would be welcome too as they will be sold with hot/cold drinks from the kitchen. This will be dependent on how many volunteers we have on the day.</p> <ul style="list-style-type: none"> <li>• Clerk thanked committee member Kath Hairsine for kindly covering his recent annual leave and ensuring no disruption to the medication and prescription service.</li> <li>• Clerk reminded committee the next fundraising event is the Quiz Night is on Saturday 16<sup>th</sup> September 2023. Clerk applied for a £50.00 grant from East Riding Village Halls Network which has been accepted. Posters and banner will be put up to advertise the event.</li> </ul> <p><b><u>Committee members updates.</u></b></p> <p>DG advised next years Burstwick Party in the Park will be held on Saturday 20<sup>th</sup> July 2024. Money raised by the event will be for Hull 4 Heros and Burstwick Village Hall. Clerk to book 20<sup>th</sup> and 21<sup>st</sup> July 2024 for the event and clean up the day after.</p> <p>RA advised there will be a craft stall at the Christmas Event on Sunday 26<sup>th</sup> November 2023.</p> <p>DJ advised the parish council are taking lead on the D-Day 80<sup>th</sup> anniversary planned for 6<sup>th</sup> June 2024. Event will include lighting of the beacon on Festive Field. Anyone interested in joining the working group to contact DJ.</p> <p>DJ advised the parish council have approved purchase of new signage for Festive Field as existing sign has faded.</p> <p>DJ advised the parish council have appointed a new parish gardener.</p>	<b>VHC</b>
<p><b>2023-08-05</b></p>	<p><b>To agree co-option of Burstwick Scouts and Cubs representative.</b></p>	
	<p>Willem Brugge who was the representative for Burstwick Scouts and Michele Storey who was the representative for Burstwick Cubs have both resigned from the Village Hall Management committee. This is due to them no longer being representatives for Burstwick Scouts and Burstwick Cubs.</p> <p>Committee discussed the co-option of Helen Wardill to the Burstwick Village Hall Management committee as the representative for both Burstwick Scouts and Burstwick Cubs.</p> <p>Discussion:</p> <p>All agreed for the co-option of Helen Wardill.</p> <p>Proposed: RN  Seconded: SG  Outcome: All Agreed.</p> <p>DJ to issue register of interests form.</p>	<b>DJ</b>

2023-08-06	<b>To agree purchase of replacement fire doors.</b>	
	<p>Committee member Dean James and the Clerk have been successful in obtaining grant funding from Burton Pidsea Windfarm Community fund for the replacement of 2 X external fire doors to the village hall, the total amount of the grant is £2,894.40</p> <p>Total cost of fire doors is £2,680.00 plus V.A.T. (£3,216.00) from DT Services Ltd. The agreed 10% match funding amount is £321.60.</p> <p>The clerk is seeking authorisation to purchase the replacement fire doors. To be supplied and fitted by DT Services Ltd.</p> <p>Discussion:</p> <p>All agreed to the purchase of 2 X fire doors to be supplied and fitted by DT Services Ltd to a total cost of £3,216.00).</p> <p>Clerk to arrange booking for the fitting of the doors and arrange payment when due.</p> <p>Proposed: SW  Seconded: RN  Outcome: All Agreed</p>	
2023-08-07	<b>To discuss toilet refurbishment update.</b>	
	<p>At the previous meeting the clerk asked for volunteers to form a new working group for the toilet refurbishment project. The clerk advised and encouraged the working group to meet and discuss what needs to be decided to help the project move along. The clerk advised the group that meetings can be held in the village hall and to contact the clerk to ascertain when the village hall is free.</p> <p>Clerk also advised the clerk does not have to be at the meetings but does need to be kept updated as any decisions needed will be required to be decided by the Village Hall Management committee.</p> <p>As to date the clerk has not received any updates from the working group. Has the working group met up and made any movement forward with the project.</p> <p>If no further updates then the clerk suggests the following 2 options:</p> <ul style="list-style-type: none"> <li>• Disband the new working group if they are unable to meet to further the toilet refurbishment, this would then trigger the clerk to contact Keri Dawson, clerk to Burstwick Parish Council to ask if Burstwick Parish Council would like to take over the toilet refurbishment. Please note, this may lead to village hall committee members only having an opinion for the project, as all decisions would then be made by Burstwick Parish Council.</li> <li>• The working group agrees to meet to discuss to further the project, while keeping the clerk advised of meetings/updates so the clerk can raise agendas for decisions to be made by the Village Hall Management committee. A reminder that working group meetings are not required to be held in the VH. As previously advised the clerk is here to help in an administrative role, for example: contact contractors to arrange meetings with the working group or if an extra ordinary meeting of the Village Hall Management committee is required the clerk can help to arrange a meeting.</li> </ul>	

	<p>Discussion:</p> <p>All agreed that the Village Hall should be responsible for the toilet refurbishment.</p> <p>DJ, SG and SW to fact find and bring ideas for the refurbishment at the next meeting or the meeting after that.</p> <p>RA suggested would it be possible to only have the toilets refurbished and not to undertake the extension for the moment as the Village Hall remains the property of York Diocese. The external ramp at the side of the village hall would still need to be removed and the wall it is attached to would need repair work.</p> <p>Proposed: SW  Seconded: RN  Outcome: All Agreed.</p>			
<b>2023-08-08</b>	<b>Update on repairs / maintenance / Health &amp; Safety.</b>			
	<p>Boiler service completed May 2023.  Fire Extinguishers and P.A.T. tested the electrical completed May 2023.  Guttering repairs and cleaning completed May 2023.  New ceiling tiles fitted May 2023.  Padlock replaced August 2023.</p>			
<b>2023-08-09</b>	<b>To agree summary of payments and receipts.</b>			
	<p>The clerk has circulated a detailed breakdown of payments, receipts, and bank reconciliation in supporting papers.</p> <p>Bank Reconciliation  Receipts  Payments  Cost Centre Year Comparison Summary</p>			
	<p><b>Summary of payments for:</b></p> <p>Current Financial Year from  01/04/23 to 31/07/23.</p> <p><b>Total Payments</b></p>	<p><b>£5,193.06</b></p>	<p><b>Summary of receipts for:</b></p> <p>Current Financial Year from  01/04/23 to 31/07/23</p> <p><b>Total Receipts</b></p>	<p><b>£4,838.44</b></p>
	<p>Discussion:</p> <p>No questions.</p> <p>Proposed: TN  Seconded: SW                      Outcome: All agreed.</p>			

<b>2023-08-10</b>	<b>To receive financial update.</b>	
	<p>HSBC funds as per latest statements dated 31<sup>st</sup> July 2023.</p> <p>Current account: £ 3,274.25  Deposit account: £11,181.02  <b>Total: £14,455.27</b></p>	
<b>2023-08-11</b>	<b>Items for next meeting.</b>	
	<p>Update on Christmas event.  Update on toilet refurbishment.</p>	
	<b>Date of next meeting:</b> Wednesday 1 <sup>st</sup> November 2023 at 7.30pm Burstwick Village Hall	
	<b>Meeting closed at: 8.24pm</b>	