

BURSTWICK PARISH COUNCIL

**Village Hall Management Committee Meeting.
Meeting held at Burstwick Village Hall
Wednesday 23rd February 2022**

Present: Cllr. A Brown (Chairman) AB
 Cllr. D James (Vice Chairman) DJ
 Cllr. S Gould SG
 Rose Angell RA
 Lynne Hubbert LH
 Tracey Netherton TN
 Richard Netherton RN
 Michelle Storey MS
 Sally Wallis SW

Andy James, Village Hall Clerk VHC

Public: One

Minute	Discussion and agreement	Action
2022-02-01	To note apologies for absence – Alison	
	Apologies received from Cllr. M Cripsey, Willem Brugge, Kath Hairsine and Kerri Dawson.	
2022-02-02	Members to disclose their interests in matters to be discussed – Alison	
	<p>Pecuniary:</p> <p>2022-02-06 SW 2022-02-09 TN and RN 2022-02-12 DJ</p> <p>Non-pecuniary: All present – village hall</p>	
2022-02-03	To confirm the minutes of the meeting held on 2021 – Alison	
	<p>On the 29th November 2021 the clerk emailed a copy of the minutes for the Village Hall Management Committee meeting held on the 27th October 2021.</p> <p>Agree minutes are a correct record.</p> <p>Proposed: TN Seconded: SG Outcome: All Agreed</p>	

2022-02-04	Clerk and Committee member updates – Andy/Alison/Committee Members	
	<p><u>Clerks update –Andy</u></p> <ul style="list-style-type: none"> • Clerk emailed options relating to the removal of the bees nests in the Village Hall Roof on 13th December 2021. Option A) Choose to remove bees nests at an approximate cost of £678.00. Option B) Do nothing. A couple of committee members have suggested it is not cost effective as the bees may not return and we have not receive any complaints from any hirers. Majority of Committee voted for Option B) Do nothing. • Clerk emailed options relating to the broken toilet in the ladies toilets on 13th December 2021. Option A) The clerk can obtain quotes for the repair for the committee to choose from. Option B) Do nothing for the moment. The ladies toilets have another toilet within which can be used and they can also use the assisted toilet next door. Majority of Committee voted for Option B) Do nothing for the moment. • Private party hire is continuing to grow, we have 9 parties booked for the rest of the year so far. • Clerk contacted few companies in relation the work to be done in the storeroom. As of now, 2 companies have not replied, 2 companies are too busy, Fawcett’s Joinery have had a look and clerk waiting for quote. Clerk will email quote to committee once received. • Clerk will be ordering 3 front door keys from AB Rooms at a cost of £55.45 + VAT as the previous locksmith is no longer trading. In addition to this 3 gate keys and 2 storeroom keys will be purchased from Calcius in Hedon. One set is for W.I., one set for new user group hopefully to be starting soon and a spare set. • Clerk will be collating documents to be passed to the P.C clerk for annual audit. 	<p>VHC</p> <p>VHC</p> <p>VHC</p>

Committee members updates - Alison

Ask committee members if they have any updates to share.

RA advised numbers are up for attendance at the Over 55's club

LB advised numbers are low at the W.I., they would like to advertise for new members. New members joining will receive the first 3 sessions free. DJ will make posters on W.I.'s behalf advertising for new members and will put the posters up in the Village Hall, both Village Hall notice boards and on social media.

DJ

SW asked if the radiators are needing bled, although no one from Bowls has complained of cold and they have not noticed if any radiators have not been warming up. VHC will check all radiators are heating up next time in hall when the heating is on.

VHC

2022-02-05

To discuss hall hire for charity event - Alison

Local resident Dave Gelder who coordinated the Christmas Santa village walkaround is planning a combined charity / community event for Saturday 23rd July 2022 in both Festive Field and the Village Hall.

Funds are being raised for Life for a Kid.

Although Festive Field is open for public access, committee to consider four options.

- a) Normal hire rate of £15 per hour
- b) Community hire rate of £7 per hour
- c) Utility charge of £2.50 per hour
- d) No charge

(Prompt to invite Dave Gelder to address the committee for 5 minutes outlining his ideas.)

Discussion:

Dave Gelder advised he would like to hire the Village Hall and Festive Field on Saturday 23rd July 2022 from 12.00pm – 7.00pm. He is arranging the day to raise money for the “Life of a kid” charity.

Organising soft play fun and different events for children, various music bands/singers, food & drink, stalls etc.

VHC advised that Festive Field can be used for events but the field has to remain accessible to everyone including their dogs.

The response from the committee was very positive and the committee voted in favour of option C, to charge Utility charge of £2.50 per hour. Total cost for the hire will be £17.50, to which Cllr. S Gould has very kindly offered to pay the invoice on behalf of Dave Gelder.

TN advised Dave Gelder that there is a wedding arranged on the same day at 1pm and they will require car access to the church between 12.30pm to 2.00pm.

DJ will arrange for the grass to be cut by the P.C. gardener in preparation for the day and will arrange to collect the key for the big gate on Festive Field.

Proposed: MS

Seconded: LH

Outcome: All Agreed

2022-02-06	To discuss Village Hall hire rates - Alison	
	<p>Please refer to supporting documents for Ref: 2022-02-06 Burstwick VH Hire Charges</p> <p>The current costs of hires are as follows:</p> <p>ERYC Polling day election £20.00 per hour Business £15.00 per hour Community non-profit groups £7.00 per hour Wedding Afternoon Hire £75.00 Wedding Evening Hire £75.00 Wedding Afternoon & Evening Hire £140.00</p> <p>We charge the following groups utility charge of £2.50 per hour All Saints Church Parish Council</p> <p>Cubs & Beavers £5.00 per 2 ½ hour session</p> <p>Party 3 hour hire £25.00 then £15.00 per hour thereafter.</p> <p>The clerk is suggesting no increases except for the 3 hour party hire charge.</p> <p>Clerk suggests increasing the cost of a 3 hour party to £30.00 and then £15.00 per hour thereafter commencing on 1st April 2022.</p> <p>Since the Village Hall reopened to the public end of June 2021 there have been or are booked, 22 party bookings, 11 for 3 hour hire and 11 for 4 plus hours hire.</p> <p>Discussion:</p> <p>Clerk advised that he is aware that groups, W.I., Gentle Exercise and Mother & Toddlers are struggling for new members.</p> <p>RA suggested that the Community non-profit group charge of £7.00 per hour could be increased as they have extra funds due to higher-than-average number of people attending the Over 55's Club. DJ suggested that the charge remain the same although if any groups have any extra funds they could make a donation to the Village Hall, RA agreed this was a good idea.</p> <p>All agreed on keeping hire charges the same except for the cost of a 3 hour party which will increase to £30.00 and then £15.00 per hour thereafter commencing on 1st April 2022.</p> <p>Proposed: TN Seconded: DJ Outcome: All Agreed</p>	VHC

2022-02-07	<p>To discuss Promotional banner advertising Village Hall - Alison</p>	
	<p>As party bookings are slowly on the rise, clerk is suggesting for an advertising banner to be bought and displayed outside the Village Hall to hopefully drum up more interest. We still have a lot of weekends available for bookings.</p> <p>Cost for a 8 foot X 3 foot vinyl banner with eyelets every 50cms is approximately £45.00.</p> <p>Discussion:</p> <p>All agreed good idea and agreed on the purchase one of 8 foot X 3 foot vinyl banner with eyelets every 50cms is approximately £45.00.</p> <p>Proposed: RN Seconded: MS Outcome: All Agreed.</p>	<p>VHC</p>
2022-02-08	<p>To discuss dates for fundraising events in the Village Hall 2022 - Alison</p>	
	<p>An Easter quiz is now being advertised for Saturday 16th April 2022 7.30pm, the event is being run by the clerk and committee member Tracey Netherton, the funds raised will be split 50/50 between the Village Hall & All Saints.</p> <p>The clerk, Dean, Tracey & Richard are looking into holding a race night and soup & pudding night hopefully later in the year.</p> <p>The Queens Platinum Jubilee is in place of the summer fete this year, although this event is not a fund raising event.</p> <p>It would be great to have another winter fete this year. Do we have volunteers to take lead and arrange this years winter event?</p> <p>Discussion:</p> <p>MS would like to take the lead and arrange this years winter fete.</p> <p>Other suggestions for fund raising events were, Easter egg hunt, window trail, scarecrow trail and a Halloween trail.</p>	<p>MS</p>

2022-02-09	Update on Burstwick All Saints Status - Tracey	
	<p>TN advised that the recent storms caused damage to the Church roof which includes loose tiles, the graveyard remains closed until further notice.</p> <p>Due to the extent of the repairs needed (Approx. cost £250,000 plus) and that unfortunately there is not enough of a congregation, the likelihood is All Saints Church will close between summer and Christmas time this year.</p> <p>The Arch Deacon is leading the process of the closure of the church, reports and surveys are required so the process can continue.</p> <p>The PCC All Saints Burstwick are now using the Village Hall on the first Sunday morning of each month to host All Saints Messy Breakfast. The first service was on Sunday 6th February 2022 and was a great success with 23 people including children attending.</p>	
2022-02-10	Update on Queens Jubilee events - Dean	
	<p>Please refer to supporting documents ref: 2022-02-10 Burstwick Jubilee Poster Volunteers Required</p> <p>DJ advised The Queens Platinum Jubilee working group needs volunteers, posters have been put up in the hall and notice boards around the village. There will be an advertisement in the next newsletter also.</p> <p>If there are not enough volunteers then unfortunately some of the proposed event swill not be able to happen.</p> <p>The next date for the Queens Jubilee working group will be circulated in due course.</p>	
2022-02-11	To discuss out of order toilet in Village Hall - Alison	
	<p>As mentioned in the clerks' updates, the decision was voted not to repair the toilet. As circumstances have changed, the village hall will now be used to hold the Queens Platinum Jubilee events and possibly a large charity event, would it be useful to obtain a quote for the repair and then decide again whether to repair or not as the extra toilet could be needed while these large events are being held.</p> <p>Discussion:</p> <p>All agreed to obtain quote from nominated plumbing contractor A.L. Selby so the repair can be carried out.</p> <p>Proposed: SW Seconded: LH Outcome: All Agreed</p>	

2022-02-12	To discuss Village Hall to be used as a collection service for medication - Alison	
	<p>Holderness Health have contacted the clerk and Parish Council to ask if the Village Hall could be used by the residents of the village to collect their medication. The Parish Council is very keen for the collection service to continue as it is seen as a lifeline for some people who can not collect their medication out of the village.</p> <p>The clerk is suggesting for the hall to be used free of charge for this service to continue and will be happy for the collection service to be added to his duties. The clerk is looking to use the hall for this service on Wednesday's between 12.00pm – 2.00pm.</p> <p>Does the committee agree to no charge for the use of the hall for the 2 hours?</p> <p>Discussion:</p> <p>All agreed for the Village Hall to be used for 2 hours per week free of charge. The committee is very happy for the Village Hall to be used to be able to continue this important service.</p> <p>DJ Abstained from the vote.</p> <p>Proposed: MS Seconded: RA Outcome: All Agreed</p>	
2022-02-13	To discuss new toilet working group - Alison	
	<p>Clerk was advised by committee member Willem that the decision taken to contact builder contractors was too soon, Willem advised there were steps that have been missed and more talking about requirements was needed. Clerk advised that he needs to let the committee know this. Unfortunately, the next meeting was cancelled due to the rise in covid.</p> <p>Clerk received apologies from Willem as he could not attend this meeting so the clerk emailed Willem asking him to email some information and suggested next steps that the committee can discuss. As of yet the clerk has not received a reply.</p> <p>The clerk believes the toilet working group should be re-established so progress of the toilet refurbishment can be moved forward.</p> <p>Possibly of 3 people and led by a village hall member, this group could meet more regularly, meet with contractors etc and then bring all information to the committee to make final decisions.</p> <p>The clerk has asked Willem in the email if he would like to be part of the toilet working group.</p>	

	<p>Discussion:</p> <p>All agreed to re-establish the toilet working group, the group will be lead by Chair AB, volunteers TN, RN, MS are happy to be on the working group. MS will contact WB regarding the toilet group as MS is sure that WB will be wanting to be part of the toilet working group.</p> <p>An update will be given at the next meeting.</p> <p>Proposed: LH Seconded: MS Outcome: All Agreed</p>	
2022-02-14	To set an annual budget for the hall from 1st April 2022 - Alison	
	<p>Please see supporting documents for Ref: 2022-02-14 Budget for year 2022-23.</p> <p>Would the committee like to see a budget monitoring spreadsheet at each meeting?</p> <p>Any questions?</p> <p>Discussion:</p> <p>No, the committee are happy for a budget monitoring spreadsheet to be presented/discussed once a year in the February meeting.</p> <p>Proposed: LH Seconded: MS Outcome: All Agreed</p>	

<p>2022-02-15</p>	<p>Update on repairs / maintenance / Health & Safety – Alison</p> <p>Clerk will be arranging for service on fire extinguishers and pat testing for the electrical items.</p>			
<p>2022-02-16</p>	<p>To receive financial update on YTD income and expenditure – Alison</p> <p>The clerk has circulated YTD receipts and payments summary in supporting papers. 2022-02-16 Payments & Receipts Summary.</p> <p>Discussion:</p> <p>Any questions?</p> <p>No questions.</p> <p>Proposed: SG Seconded: SW Outcome: All Agreed</p>			
<p>2022-02-17</p>	<p>Agree schedule of payments and receipts – Alison</p> <p>The clerk has circulated a detailed breakdown of payments, receipts and bank reconciliation in supporting papers.</p> <p>2022-02-17A Payments 2022-02-17B Receipts 2022-02-17C Bank Reconciliation</p>			
	<p>Summary of payments for:</p> <p>October 5,720.45 November 560.34 December 518.63 January 1,217.05</p> <p>Total Payments 8,016.47</p> <p>Summary of receipts for:</p> <p>October 956.02 November 288.52 December 629.49 January 1,043.09 February (at date of statement) 0.09</p> <p>Total Receipts 2,917.21</p>			

	<p>Discussion:</p> <p>Any questions?</p> <p>No questions.</p> <p>Proposed: SG Seconded: SW Outcome: All Agreed</p>	
	<p>HSBC funds as per latest statements dated 1st February 2022.</p> <p>Current account: £1,057.69 Deposit account: £11,073.24 Total: £12,130.93</p>	
2022-02-18	Items for next meeting – Alison	
	<p>Toilet working group update PCC All saints Church update Queens Jubilee working group update.</p>	
	Date of next meeting: Wednesday 13 th April 2022 at 7.30pm Burstwick Village Hall	
	Meeting closed at: 9.04pm.	