

BURSTWICK PARISH COUNCIL

**Village Hall Management Committee Meeting.
Meeting held at Burstwick Village Hall
Wednesday 21st December 2022**

Present:

Cllr. D James (Vice Chairman)	DJ
Cllr. M Cripsey	MC
Rose Angell	RA
Dave Gelder	DG
Kath Hairsine	KH
Tracey Netherton	TN
Richard Netherton	RN
Michelle Storey	MS
Andy James - Village Hall Clerk	VHC

Public: None

Minute	Discussion and agreement	Action
2022-12-01	To note apologies for absence – Dean	
	Apologies received from Alison Brown, Sue Gould, Lynne Hubbert and Sally Wallis.	
2022-12-02	Members to disclose their interests in matters to be discussed – Dean	
	Pecuniary: None Non-pecuniary: All present – village hall	
2022-12-03	To confirm the minutes of the meetings held on 26th October 2023 and 2nd November 2023 – Dean	
	On the 11 th December 2022 the clerk emailed a copy of the minutes for the Village Hall Management Committee meeting held on the 26 th October and an Extra Ordinary meeting held on 2 nd November 2022. Agree minutes are a correct record. Proposed: TN Seconded: RA Outcome: All agreed	

2022-12-04

Clerk and Committee member updates – Andy/Dean/Committee Members

Clerks update –Andy

- The Christmas event turn out was fantastic! Well done and thank you to Michelle Storey, Dave Gelder and to everyone who helped make it a great afternoon. Money raised is as follows: Burstwick Bakers £193.10, kitchen £172.70, table/Santa £90.50 (Total £456.30).
- The Village Hall is now registered as a Warm Welcome Space. This is on a Wednesday between 12.00pm – 2.00pm. People will soon be able to look online for a Warm Welcome Space near them, they will be able to find our space on the map once this goes public by the end of the month. With help from Cllr. James warm space posters are on display in the village hall, on noticeboards and on our social media channels, with an open invitation for the community to visit Wednesdays between 12pm and 2pm.
- VH Clerk has submitted a grant application to the Do It For East Yorkshire Community Grant for a new bookcase, relocation of wall cabinet and PA system. We should hear back from the panel early January.
- Not enough time passed / bills received yet to make a review as December is proving to be a much colder month than November. VH clerk to bring back to next meeting.
- VH Clerk has completed the Small Lottery Registration for the 100 Club.
- At the November parish council meeting it was agreed to purchase an annual subscription to an online accounting package called Scribe for both the parish council and the village hall. Initial registration for the village hall has been completed and YTD payments/receipts will be entered into the system during January. Further details will be provided on the various reports at the next meeting.

VHC

Committee members updates - Alison

Ask committee members if they have any updates to share.

DJ – The grant application for CCTV equipment is currently in progress. ERYC have confirmed they are extending the date so I expect we will hear back sometime during Q1.

DJ – The PCC community safety fund which will hopefully fund replacement fencing is yet to reopen. It is envisaged grant will reopen April 2023 (later than originally suspected). It may be revised quotations will be required nearer the time.

TN – All Saints Church Burstwick, Final Service will be held on Thursday 26th January 2023 at 7.30pm. The service will be led by Archdeacon Andy Broom.

2022-12-05	Update Toilet refurbishment project - Dean	
	<p>Please see supporting documents Ref: 2022-12-05 F & H Construction has sent revised drawing for toilet refurbishment for discussion.</p> <p>A further design has also been produced by Cllr. James.</p> <p>Discussion:</p> <p>Committee members present favoured the design by DJ. Clerk will email design to Geoff at F & H Construction to ask if this design is possible, if Yes, what would be the next step the committee needs to make.</p> <p>Proposed: MS Seconded: MC Outcome: All agreed</p>	VHC
2022-12-06	Update on Village Hall 100 Club - Dean	
	<p>Burstwick 100 Club promotion, posters are up in the Village Hall and both notice boards. Social media posts are being circulated.</p> <p>Membership to the Village Hall 100 Club is steadily increasing. Although more forms are expected we currently have 32 confirmed members. If anyone requires any forms for friends, relatives etc. please let the VH Clerk know.</p> <p>Cost of a promotional banner approximately £35.00 + VAT</p> <p>Does committee agree to purchase the banner?</p> <p>Discussion:</p> <p>Committee agreed to the purchase of a banner to promote Burstwick 100 club.</p> <p>Proposed: MC Seconded: KH Outcome: All agreed</p>	VHC

2022-12-07	To agree purchase of replacement vacuum cleaner for Village Hall - Dean	
	<p>See supporting documents Ref: 2022-12-07 for more information.</p> <p>The existing Henry vacuum cleaning requires replacing. VH Clerk has sourced Numatic NRV 240-11 and at a cost of £144.99.</p> <p>Discussion:</p> <p>All present agreed to the purchase of the new vacuum cleaner.</p> <p>Proposed: TN Seconded: MS Outcome: All agreed</p>	VHC
2022-12-08	Discuss and agree insurance renewal for Village Hall - Dean	
	<p>Gallagher Insurance brokers have quoted to renew the village hall insurance at a cost of £881.24, inclusive of the administration fee and insurance tax premium. This represents an increase of £39.58 (4.7%).</p> <p>As a reminder, in order to ensure rate stability, Burstwick Village Hall Management Committee chose to set up a 3 year binding Long Term Agreement (LTA) with Hiscox Insurance Company Limited. This means Burstwick Village Hall Management Committee will commit to keep their policy with Hiscox Insurance Company Limited for the period of the LTA, which will expire on 31/12/2023.</p> <p>Proposal is to renew insurance as outlined.</p> <p>Does anyone require sight of documentation (100+ pages) prior to renewal?</p> <p>Discussion:</p> <p>All agreed for insurance renewal to be paid, no one asked for a copy of the documentation.</p> <p>Proposed: TN Seconded: MC Outcome: All agreed</p>	VHC

2022-12-09	To agree fundraising events for 2023 - Dean	
	<p>Fundraising events currently planner for 2023 are as follows: 18th February – Valentine Bingo Event (date tbc) 25th March – Spring Quiz Night 10th June – Race Night Subject to availability and to assist</p> <p>Discussion:</p> <p>Committee happy with dates for fund raising events. Clerk asked to look into re-starting Soup & Pudding nights for the autumn.</p> <p>Proposed: Seconded: Outcome:</p>	VHC
2022-12-10	Discuss Burstwick Party in the Park 2023 and consider application to BPWFCE - Dean	
	<p>Burstwick Party in the Park 2022 was without doubt a successful event and well attended with over £4,000 raised for the Life For a Kid charity. The hire of the hall was arranged on a private let basis. The parish council was successful in securing a grant of £500 from the Burton Pidsea Windfarm Community Fund. This was used to offset some of the costs.</p> <p>The date has already been set for 2023 and an increased ticket count of 1,000 has been made available. This year Dave Gelder is seeking funding from the same source albeit through the village hall management committee.</p> <p>Dave; could you please explain to the committee the current event costs, the amount (shortfall) you are seeking from BPWFCE, who you are raising funds for and what % / amount of fundraising you expect the village hall to receive.</p> <p>Couple of points to note/questions (if nothing from committee) Is this being run as an independent as there is no VHMC working group? Grants from BPWFCE are not issued to individuals – is the VHMC happy to facilitate a grant application.</p> <p>If independent, recommend VHMC consider the minimum requirements (not for this meeting).</p> <p>Discussion:</p> <p>DG advised Burstwick Party in the Park 2023 is to raise funds for Special Stars Foundation and also advised 30% of the funds raised will be donated to Burstwick Village Hall.</p> <p>DG advised he has £600.00 from sponsors so far.</p>	

	<p>DG has decided to run the event himself and not in conjunction with the Burstwick Village Hall management committee. This is solely due to the number of quick decisions that are needed to be made that can not always wait until the committee next meets. Even if an extraordinary meeting is called to make a quick decision this could still take several days depending on when enough committee members can meet. The committee agreed for DG to run the event independent from the committee, but for the next meeting DJ and the clerk will propose some items that will be required from DG before the event goes ahead, a risk assessment for example.</p> <p>DG has asked if the committee can apply for a £500.00 grant from Burton Pidsea Windfarm, as we did last year for the Burstwick Party in the Park 2022. There is no match funding required for this grant.</p> <p>Proposed: KH Seconded: RN Outcome: All agreed</p>		<p>DJ & VHC</p> <p>DJ & VHC</p>
2022-12/11	Update on repairs / maintenance / Health & Safety - Dean		
	<p>Received a complaint from a resident in relation to one of the new outside lights was flickering during the night. PJD Electrical who fitted the lights have replaced the light.</p> <p>The mixer tap in the kitchen has been repaired by A.L.S. Plumbing & Heating Services, cost to repair £55.00.</p>		
2022-12-12	To agree summary of payments and receipts – Dean		
	<p>The clerk is currently working on transferring all accounts information to accounting system Scribe which needs to be completed ASAP. This has led to not enough time to produce spreadsheets for October & November 2022. All information will be provided at the next meeting in a new format. If anyone requires the information before the next meeting the clerk can email information once finished.</p>		
	<p>Summary of payments for:</p> <p>October November</p> <p>Total Payments</p>	<p>113.34 920.36</p> <p>1033.70</p>	

	<p>Summary of receipts for:</p> <p>October 415.32 November 404.12</p> <p>Total Receipts 819.44</p>		
	<p>Discussion:</p> <p>Any questions?</p> <p>Proposed: RA Seconded: MS Outcome: All agreed</p>		
2022-12-13	To receive financial update - Dean		
	<p>HSBC funds as per latest statements dated 30th November 2022.</p> <p>Current account: £3951.55 Deposit account: £11,088.98 Total: £15,040.53</p>		
2022-12-14	Items for next meeting – Dean		
	<p>Review of hire rates. Toilet decorating.</p>		
	Date of next meeting: Wednesday 15 th February 2023 at 7.30pm Burstwick Village Hall		
	Meeting closed at: 8.54pm		