



West Monkton Parish Council

Brittons Ash Community Hall (BACH) Committee Meeting – 30th May 2023

Present: Cllr B Gage (Parish Councillor and Chairman of BACH), Cllr P Elliston (Parish Councillor), Cllr Ray Tully (Parish Councillor), M Little (Booking Officer), G Little (Volunteer), Tricia Cavill (Volunteer) and Kate Welsh (Assistant Clerk Community).

1. Apologies

Cllr N Cavill (Parish Councillor), Cllr G Hope (Parish Councillor) and Amy Shepherd (Clerk)

2. To approve the minutes of the BACH Committee meeting on 19th January 2023.

The minutes of the meeting on 19th January 2023 were agreed as a true record of the meeting. It was resolved to adopt the minutes of the BACH Committee meeting held on the 19th January 2023.

3. Matters arising from the minutes

Cllr B Gage called to the house of M Whitford Williams from Beat 44 Choir to return his deposit and collect the keys. M Whitford Williams' brother was at home and agreed to pass a message to him, no call was forthcoming despite numerous calls. It was agreed to retain the damage and key deposits.

4. To receive an update regarding bookings

Ruishton Youth Football Club use of the school pitch and BACH facilities

Assistant Clerk (Community) shared a recent email regarding future use of the BACH facilities, however M Little updated that a further email had been received requesting we ignore the requests. It was unclear whether they would want to continue with the bookings however a discussion took place about ensuring that should they use the hall again we request they do not use the BACH car park and perhaps ask someone to man the gate to ensure they use the school car park.

Use of Hall for Charity Event

Assistant Clerk (Community) shared an email requesting the use of the BACH for a 44 hour Gameathon (Playing Mario Kart for 2 days straight). The committee agreed that they would be happy for Rob Marshall to use the committee room and to choose a date during the summer holidays. The committee also asked if this was a Guinness World Record and Assistant Clerk (Community) agreed to find out and ask Rob to contact M Little to organise a date.

Cllr Paul Elliston shared that the Youth Club was currently not running due to a shortage of trustees.

M Little raised the issue of inconsistency of charges for those who ran classes in the parish but lived out of the parish, with people in the parish benefitting from the classes yet due to address of hirer being charged more. A discussion took place and it was felt that although there was this issue, this was the best solution to ensure those within the parish had priority over those who live outside.

A discussion took place about the LCN Meeting being held at the BACH and how more chairs may be needed in the hall from the storage area, Clerk to organise this when numbers are confirmed.

5. To discuss storage and keys

M Little shared that there have been some issues with the storage area in the BACH being left messy which have proved difficult to rearrange for private hires. It seems that the school used the display screens for a recent parent display and they had not put things away neatly. It was agreed that Assistant Clerk (Community) would make a plan of how items should be stored for all who use the BACH to follow when putting things back in the cupboard. Assistant Clerk (Community) to contact school with a polite reminder of keeping the storage area tidy and to let us know when they will be taking the screens.

M Little shared that there seems to be a fair few items in the kitchen left behind by users, Assistant Clerk (Community) agreed to organise a lost property box for the items which will be kept under the table in the lobby.

M Little raised that having the two fridges on continuously is a waste of energy and it was agreed that the one nearest the door would be switched off for the time being. The freezer being turned off was discussed but it was decided that this would be left on in case hirers plan to use it.

Assistant Clerk (Community) shared that a check of keys and fobs for regular hirers had taken place this month.

M Little shared that she did not have a key for the corridor and Cllr Paul Elliston also shared that he did not have one. Assistant Clerk (Community) gave one of the spare keys from the safe to M Little and agreed to keep the other in the safe to share with Cllr Paul Elliston for the time being. B Gage confirmed that he had several keys cut and these had been passed to the Clerk.

6. To receive a finance update

Assistant Clerk (Community) shared financial update and confirmed that an internal audit had taken place with no problems being identified.

It was noted that there was some overspend on the budget lines last year, in particular on supplies, equipment and hall improvement and maintenance. This was mainly due to new tables and chairs in the lobby and the new alarm panel and electrical works. As these were one off expenditures, there isn't expected to be an overspend in 2023/24 financial year on these budget lines. Also, an underspend on utilities was noted as we budgeted in case a large increase in September but this did not avail. Although there was a large overspend on the community event initiatives line this isn't the case as £400 of grant funding was secured. This budget line was used to cover the cost of sundries on the community café (and the warm hub in the winter).

Income from regular hirers exceeded the expected amount (£8,500) by £2350.15 and income from private hirers was below expected (£3,000) where £2632.38 was received. Overall income from the hirers was up by approximately £2,000 than expected.

Overall omitting the damage and key deposits received and refunded as this doesn't form part of the budget as they are held temporarily £16183.44 was received in receipts and £11754 was paid out, leaving a surplus of £4643.44. The BACH Committee agreed to add this surplus to the general reserves pot in principle but are keen to see the balances on account at the next meeting to consider what amount is

needed in reserves for the potential maintenance costs in future. It was recommended that during the next meeting the committee look at recommendations to the parish council for budget setting.

Cllr Barry Gage shared that he had been in contact with Jack David at the school to discuss ways to reduce the use of heating at the BACH, he had made adjustments to the heating, turning it off during the early evening into the night which has not affected hirers or users of the BACH. He plans to continue to look at ways to reduce heating costs in line with the traffic light system of the supplier in conjunction with the school. He shared that there may be changes to the charges going forward for utilities and to be mindful of this in future budget setting.

Assistant Clerk (Community) shared that she is working with a local company to organise a way of the café collecting monetary donations through a QR code in future in the hope that was help with funding for community events and services.

Assistant Clerk (Community) shared the finance report to 24th May with the committee and it was noted that there was nothing significant to note but receipts from hire were good so far this financial year.

7. To discuss whether any amendments are required to the key holder agreement or terms of condition of hire

Not changes were needed at this point.

8. Urgent Matters for report

Cllr Barry Gage discussed the need for the chairs at the BACH needing cleaning and it was agreed that the cleaner, Amanda would use the new carpet cleaner on 2 chairs to see if this worked before cleaning all the chairs. Cllr Barry Gage to discuss this with Amanda.

Cllr Paul Elliston asked if new floor dusters could be purchased as both are broken and Assistant Clerk (Community) to look into this and ask Clerk to order.

A discussion also took place about painting the hall this year and Cllr Barry Gage raised the issue of overloading paint on walls which could cause flaking. Assistant Clerk (Community) agreed to try to clean up small areas using magic sponges.

9. Date of the next meeting

The date of the next meeting of the BACH committee is Tuesday 19th September 2023 at 7.00pm at the BACH.

There being no further business to discuss, the meeting ended at 8.30pm.



Signed Chairman

Date: 3rd October 2023