



West Monkton Parish Council

## Brittons Ash Community Hall (BACH) Committee Meeting – 7<sup>th</sup> June 2022

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

### 1. Apologies

Apologies were received from Cllr N Cavill (Parish Councillor), Hazel Ellis (Parish Councillor), Richard and Jane Doble.

### 2. To approve the minutes of the BACH Committee meeting on 14<sup>th</sup> March 2022

The minutes of the meeting on 14<sup>th</sup> March 2022 were agreed as a true record of the meeting. It was resolved to adopt the minutes of the BACH Committee meeting on 14<sup>th</sup> March.

### 3. Matters arising from the minutes

Clerk confirmed that the carpet cleaning and window cleaning had been carried out following approval of the quotes at the last meeting. The new terms and conditions of hire have been developed and circulated to all existing hirers and new hirers and that the increased hire charges that were agreed at the last meeting have been in place since 1<sup>st</sup> April. The gate has also been fixed. All other matters were noted to be on the agenda for the meeting and there were no other matters arising from the minutes.

### 4. To receive an update regarding bookings

Maggie Little provided an update regarding bookings. Private party bookings are going well and take place most weekends. Two enquiries have been received about booking the Activity Hall on Friday mornings from 11.15am. One of these needs more time and storage than is available, the other has not confirmed the time they would like to book. Maggie confirmed that cleaning normally takes place on a Friday and a new booking may interfere with the cleaning arrangements. It was agreed that the booking from 11.15am should be approved and that cleaning should take place around it and not take place in the Activity Hall on Fridays. Maggie confirmed that if this booking is confirmed the new hirer will receive the last key / fob that is available.

Maggie confirmed that the Activity Hall is in use every day in the morning. The Committee Room has more availability.

Assistant Clerk Community outlined plans to hold a Community Café on Wednesday afternoons between 2 and 4.30pm.

Clerk outlined a request received from Katie Lane, a regular hirer on Thursday mornings to refund the cost of her June bookings due to poor take up or roll forward the credit for her September bookings. It was

agreed to roll forward the credit for her September bookings. Clerk to suggest to Katie Lane that she advertises her group on Monkton Matters.

A discussion took place about whether support could be offered to groups if bookings start to reduce due to reduced take up because of the cost-of-living crisis, perhaps by providing a bursary. This would ensure that groups continue to run and the BACH continues to be a well-used community facility. It was agreed to consider this further in the future if bookings reduce.

## **5. To discuss storage and keys**

The shortage of keys / fobs was discussed. It was agreed that the cost of replacing the main panel on the alarm system would be explored so that further fobs could be provided for issuing to hirers.

It was also agreed that Richard Doble and Helen Sheppard and Dianne Trower would be contacted about being issued with a key and the alarm code so that their keys / fobs could be returned.

The lack of storage was discussed. It was noted that the proposed extension would provide more storage in the long term. It was noted that one of the large storage cupboards is being used by the Parish Council. It was agreed that the Clerk would gather quotes to obtain some tall storage cupboards for the lobby outside the office to store Parish Council items which would free up storage for use by hirers.

## **6. To discuss alternative arrangements to Hallmaster**

Clerk shared a suggested calendar for use on the website which confirms when the BACH is in use by regular hirers to use instead of Hallmaster. It was agreed that the calendar should be used. Clerk to add the calendar to the website and also share it in the next Village News edition and add it to Monkton Matters. It was also agreed to publish the hire charges on the website.

## **7. BACH Extension Update**

Clerk confirmed that a response to the BACH Extension and Community Fridge proposals had been received from the Diocese. The Diocese are in favour of both proposals but would like a formal licence to occupy / build to be developed in respect of the proposal. Clerk outlined a quote received from Taunton Solicitors to represent the Parish Council in developing the licence. The BACH Committee recommended to the Parish Council that the quote is approved. It was agreed that it would be communicated with the Diocese / Solicitor that one licence covering both proposals is developed. It was agreed that the Clerk would suggest some terms and provide plans for inclusion in the licence

It was noted that the development of a licence will take some time and that it is unlikely that the licence would be in place for the BACH extension work to get underway in the school summer holidays. Clerk to ask the school if they would be agreeable to the work to replace the window in the Activity Hall with a door to provide access to the extension getting underway during the summer holidays with a view to the extension being built during the October Half Term.

## **8. To receive a finance update and consider Internal Auditor recommendations**

Clerk shared the finance sheet to 31<sup>st</sup> March 2022 and confirmed that a surplus/profit during the year of £2741.36 was achieved. It was agreed to add the surplus to the Rebuild / Major Works Reserve.

Clerk summarised the finance sheet to 31<sup>st</sup> May 2022. Following a budget for 2022/23 being approved at the last BACH Committee Meeting, performance against the budget is now included in the finance sheet. Clerk confirmed that the start of the financial year has been positive and that good levels of income had been received so far.

Clerk outlined the recommendations of the Internal Auditor, Kevin Perry. Including:

- To provide refunds on credits held to Mencap and Dawn Watts as they credits had been held for some time.
- That all expense claim forms are signed.
- That a refund take place to a hirer following an overpayment of £2.50 being received.
- That quarterly bank reconciliations are signed by a Councillor.

Clerk confirmed that Scribe Accounting Software is going to be used by the Parish Council going forward which will enable better integration of the Parish Council and BACH finances including the quarterly bank reconciliation. Clerk confirmed that the BACH invoices will also be issued in Scribe.

The recommendations of the Internal Auditor were approved. The BACH Committee expressed thanks to Kevin Perry for carrying out the Internal Audit.

## **9. Community Council for Somerset – Community Buildings Membership**

Clerk outlined the Community Council for Somerset Community Building Membership. The cost of the membership is £100.00 per year. Clerk confirmed that the membership has been previously paid from Parish Council funds but suggested that it may now be appropriate for the Membership to be paid from BACH funds.

The benefits of the membership were outlined.

It was agreed to proceed with the Membership and pay it from BACH funds.

## **10. To discuss whether any amendments are required to the Key Holder Agreement or Terms and Conditions of Hire**

It was agreed that no changes were required to the key holder agreement or terms and conditions of hire.

## **11. Urgent matters for report**

Cllr Hope raised concern that members of the community need to be engaged with more to encourage them to attend activities in the hall and that some people may not be able to afford to attend groups in particular people with young children. A free mum / toddler group was also discussed. It was agreed that regular hirers should be encouraged to add articles to Monkton Matters. Assistant Clerk Community also confirmed that the Community Café may provide an opportunity for people to express what groups they would like to be available at the BACH. Assistant Clerk Community to contact the school to make them aware of the Community Café to see if there are any opportunities to tie the café in with school activities.

Chair raised the idea of getting a hearing loop installed in the Committee Room. Clerk to gather quotes for consideration at the next meeting.

## **12. Date of the next meeting**

The date of the next meeting of the BACH committee is Tuesday 20<sup>th</sup> September 2022 at 7.00pm at the BACH.

There being no further business to discuss, the meeting ended at 8.15pm.

A handwritten signature in black ink, consisting of several vertical and diagonal strokes, positioned above the text 'Signed Chairman'.

Signed Chairman

Date: 4<sup>th</sup> October 2022