



West Monkton Parish Council

Brittons Ash Community Hall (BACH) Committee Meeting – 14th March 2022

Present: Cllr B Gage (Parish Councillor and Chairman of BACH), Cllr H Ellis (Parish Councillor), 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), Richard and Jane Doble.

2. To approve the minutes of the BACH Committee meeting on 20th December 2021

The minutes of the meeting on 20th December 2021 were agreed as a true record of the meeting. It was resolved to adopt the minutes of the BACH Committee meeting on 20th December, proposed by Cllr Hope, seconded by Maggie Little and agreed by show of hands.

3. Matters arising from the minutes

Clerk confirmed that the items that were agreed to be purchased at the last meeting have been ordered and have arrived. Cllr Gage has repaired the Hoover. The full length mirror for the ladies toilets needs to be fitted. 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 discuss Covid-19 regulations, cleaning arrangements etc.

Clerk explained that all Covid-19 restrictions have been lifted and advice and good practice are now recommended instead. Clerk confirmed that Action with Communities in Rural England (ACRE) have issued a suggested poster for display and recommended conditions that should be incorporated into the normal BACH terms and conditions of hire, the recommended conditions were shared on the screen and discussed. It was agreed that the terms and conditions of hire should be updated to incorporate the conditions that are relevant to the BACH.

The frequency of cleaning was discussed. It was agreed that the cleaning frequency should remain at twice a week. Clerk to discuss this with the Cleaner to ensure she is happy with continuing with this arrangement.

5. To receive an update regarding bookings

Maggie Little provided an update regarding bookings. Bookings are going well; there is a new yoga class on a Monday, a new messy play group on a Wednesday afternoon, a new yoga and pilates class on a Thursday evening and a regular hirer who has taken some time off to have a baby is returning in April. January and February were particularly busy for private parties. The Committee Room tends to be more available than the Activity Hall.

Cllr Gage confirmed that the school is agreeable for the Parish Council to take responsibility for maintaining the outside area at the front of the BACH, it is envisaged that a contractor will be used to cut the grass initially with the hope of a group of volunteers maintaining the area in the longer term. The prospect of being able to offer the front area for hirers to use, for example for a bouncy castle was discussed. Clerk to contact Sarah Harper at WM Primary School about whether the school would be agreeable.

6. BACH Extension Proposal

Cllr Gage outlined the proposal for an extension to be built on the back of the BACH to provide more storage space. The proposal is for a temporary pre-fabricated structure to be erected that won't touch the BACH apart from where it connects to the BACH (where the window in the Activity Hall is now – which will be changed to a door). The extension will be approximately 10 x 3 metres and 6 metres will be available for BACH use and 4 metres will be available for school use through a separate external entrance. Cllr Gage confirmed that Stuart Haskins is developing drawings of the proposed extension which will be shared with the BACH Committee when they are available. It is hoped that work to erect the extension will take place in the school summer holidays. It was noted that the approximate cost of the extension would be £12,000.00. A discussion about the proposal followed.

Some concern was expressed about the natural light that would be lost by replacing the window with a door. It was agreed that adding an additional window in the activity hall could be considered later if the natural light has been significantly reduced. Some concern was expressed about the six inch gap between the BACH and the extension and about drainage. These concerns will be considered again when the drawings for the proposal are available.

7. To consider quote for carpet cleaning

Clerk outlined a quote for carpet cleaning provided by James Ryder, a local carpet cleaner who has cleaned the carpets at the BACH previously. It was agreed to accept the quote of £175.00 to clean the carpet in the lobby and Committee Room.

8. To consider quote for window cleaning

Clerk outlined a quote for external window cleaning provided by a local company, Heathfield Window Cleaning Services, who has carried out work for the Parish Council. It was agreed to accept the quote of £10-15 and request that window cleaning be carried out on a quarterly basis.

9. To receive a finance update

Clerk provided an update on the financial position of the BACH and shared the finance report showing the financial position as at 28th February 2022. The report confirmed that £35,669.00 was held in the BACH bank accounts, of which £1310 is the damage / key deposits held and £10000.00 is ringfenced as a reserve for any future works required at the BACH.

10. To consider draft 2022/23 Budget

Clerk shared a draft budget for 2022/23 and provided an overview.

A discussion followed and amendments identified including:

- Allowing for a doubling of the utility charges from September to March from £90.00 per month to £180.00 per month.

- Allocating £500.00 towards Community events / initiatives
- Allocating £12000.00 of the 2021/22 carry forward for the cost of the BACH extension.
- The receipts / expenditure in year to be balanced by allocating an amount to be added to the reserves.

The 2022/23 Budget incorporating these amendments is confirmed below:

2022/23 BACH Budget

		Notes
Brought forward (estimated)	35000.00	
Reserves	10000.00	Agreed by the BACH Committee in July 2021
BACH Extension	12000.00	
General carry forward (unallocated)	13000.00	
Predicted Receipts		
Regular Hirers	8500.00	2021/22 income from regular hirers is predicted to be £8000.00 (during a year which has been impacted by Covid-19)
Private Hires	3000.00	2021/22 income from private hirers is predicted to be £2500.00 (during a year which has been impacted by Covid -19)
Interest	40.00	£39.00 Interest received in 2021/22
Grant	0.00	No grant funding expected during 2022/23 financial year
Total expected receipts	11540.00	
Payments		
Cleaning Services	3120.00	Based on £260.00 per month for a clean twice a week
Telecoms	540.00	Based on £45.00 per month
Utilities (including Electric, Water, Heating and Hot Water)	1710.00	Based on £90.00 per month until August and allowing £180.00 per month from September to March.
Cleaning Supplies	50.00	
Other Supplies / Equipment	1000.00	
Hall Improvements	1000.00	
Hall Maintenance	450.00	Air conditioning service £100.00 per unit, Fire Extinguisher service £60.00, carpet cleaning £150.00
Licenses / subscriptions	855.00	£180.00 Premises Licence, £165.00 Hallmaster, £350.00 PPL / PRS, £160.00 TV Licence
Miscellaneous	100.00	
Into reserves	2215.00	
Community Events / Initiatives	500.00	
Total budgeted payments	11540.00	

A discussion also took place about continuing to use Hallmaster and whether an alternative solution may suit the needs of the BACH better. Clerk and Maggie Little to give this further consideration prior to the next BACH Meeting and the renewal date of the Hallmaster subscription.

11. To review hire charges

The charges for hire were reviewed. It was noted that the charges had not been changed since 2018 and in view of the increased cost of running the hall and the need to be able to add to the ringfenced reserves for any long term rebuild costs, it was agreed to increase the charges with effect from 1st April 2022.

The agreed new charges are as follows:

Description of hire	Committee Room	Activity Hall	Kitchen	Office
Use of hall for personal use e.g. parties, christenings etc	£7.50 per hour	£7.50 per hour	£4.00 for teas and coffees £8.00 for food	£3.00 per hour
Local clubs and charities	£7.50 per hour	£7.50 per hour	£4.00 for teas and coffees £8.00 for food	£3.00 per hour
Local people using the hall to run a business e.g. fitness classes	£10.00 per hour	£10.00 per hour	£4.00 for teas and coffees £8.00 for food	£3.00 per hour
Use of hall for commercial purposes by those living outside the parish	£12.00 per hour	£12.00 per hour	£4.00 for teas and coffees £8.00 for food	£3.00 per hour

It was also agreed that the key deposit should increase from £10.00 to £20.00.

It was agreed that these charges would be applied in respect of any new bookings from 1st April but that bookings already made and invoiced for would be honoured with the existing hire charges.

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

It was agreed that other than the new Covid-19 conditions (discussed at 4 above), no changes were needed to the Terms and Conditions of Hire. The only change required to the Key Holder Agreement is to amend the deposit from £10.00 to £20.00.

Clerk to request key holders come to the Annual Parish Council Meeting in May to show their keys and sign a new Key Holder Agreement.

13. Urgent matters for report

Assistant Clerk raised concerns about the low water pressure on the hot tap in the kitchen. Cllrs Gage and Hope agreed to take a look and call a plumber if required.

Clerk raised the gate and the broken bolt. Cllrs Gage and Hope agreed to take a look. It was noted that the gate is owned by the school.

Assistant Clerk, Assistant Clerk Community and Cllr Gage provided an overview of the proposal to add a community fridge at the end of the bin store which would be accessible only by a new gate from the pathway. The proposal would involve erecting an insulated shed with a fridge and shelving. Grant funding is available from SCC. Cllr Gage confirmed that this is a Parish Council initiative which is being investigated and therefore not a BACH initiative / project.

14. Date of the next meeting

The date of the next meeting of the BACH committee is Tuesday 7th June 2022 at 7.00pm at the BACH.

There being no further business to discuss, the meeting ended at 8.35pm.

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

Signed Chairman

Date: 7th June 2022