



West Monkton Parish Council

Brittons Ash Community Hall (BACH) Committee Meeting – 19th January 2023

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

1. Apologies

No apologies were received.

2. To approve the minutes of the BACH Committee meeting on 4th October 2022.

The minutes of the meeting on 4th October 2022 were agreed as a true record of the meeting. It was resolved to adopt the minutes of the BACH Committee meeting on the 19th January 2023.

3. Matters arising from the minutes

Clerk been unable to contact M Whitford Williams from Beat 44 Choir to return his deposit and collect the keys. B Gage has agreed to go to the house to collect keys.

PAT testing is now fully complete.

4. To receive an update regarding bookings

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

Clerk has given the group surplus mats to use to prevent mud in the BACH, which seems to have improved the situation although there is some noticeable mud in the foyer as you enter the building.

The club is now using the school car park which has alleviated issues in the BACH car park.

Stay and Play Group

Assistant Clerk (Community) reported that Stay and Play is now running on a Wednesday between 12noon and 2pm as well as a Thursday from 10am to 12noon.

M little reported that weekend bookings have increased recently. There is a late booking on the 28th January and help is needed to close the BACH at 11pm, P Ellison agreed to lock up. Assistant Clerk (Community) suggested that should any support on these busy weekends be required then to email for support. B Gage also suggested that if needed in the future, we can ask hirers to lock up and put key in the letterbox.

There was a discussion about whether to charge extra to those that book parties who come from outside of the parish, and it was agreed to charge the same as for businesses, at £10 per hour.

It was noted that there has been an increase in use of the BACH by school, however a decision at this time is to continue not to charge, given the reasonable charges for utilities.

Assistant Clerk (Community) shared a schedule of the activities being carried out at the BACH which are to be shared online and in the village news, M little to look over and let know of any changes needed before distribution.

5. To discuss storage and keys

New Alarm Panel

The new alarm panel has simplified the situation with the keys and fobs, we now have additional fobs (total 34). Clerk agreed to give P Elliston a fob to use with his key.

G Hope raised an issue with regular users leaving the code showing on the gate padlock and the Clerk agreed to email all users to remind to relock and move the numbers on the padlock after opening.

6. BACH Storage Container Update

Clerk and Assistant Clerk (Community) agreed that the storage container had alleviated issues with storage at the BACH. M Little agreed that the hall is generally tidier and more manageable.

Following the mystery of the lost black trays, these have now been returned by one of the regular hirers.

It was noted that when the school use the internal corridor to the BACH that we need to clear the corridor however Clerk felt this was manageable by moving items into the office.

It was noted that the school now only has access through the main door of the BACH, following an issue with the school alarm system being activated. The Clerk agreed to look at bolting the doors between the school and BACH at a suitable time when the school hall is not in use.

7. Hearing Loop Installation Update

The hearing loop has been installed however there is some interference which appear to be from mobile phones, the problem seems to resolve when phones are switched off or put into aeroplane mode.

Clerk agreed to make up instructions for users of the committee room who may wish to use the hearing loop and send to all hirers. It was also agreed that a sign would be put on the plug of the hearing loop in the committee room to ensure it is not switched off.

Assistant Clerk (Community) agreed to add about the new hearing loop to Monkton Matters when releasing the new schedule of activities.

8. New Safeguarding Policy Update

Assistant Clerk (Community) shared that there is a need for more robust safeguarding policy and this is in the process of being agreed by the Parish Council. Once this has been approved it will be sent out to all hirers and users of the BACH including volunteers. It will also be displayed on the noticeboards in the BACH.

9. To receive a finance update

Clerk shared financial update.

It was noted that there has been an overspend for the chairs and tables in the lobby and also with the upgrade of the alarm panel. However there has been a grant given to the BACH in the sum of £500 from Somerset Community Foundation for the community meals over Christmas.

It was also noted that a potential profit this year was £2,000 which will be put into general reserves.

A discussion took place regarding increasing the hall maintenance budget due to needing valves for plumbing system. These are expensive and complex to replace. It was agreed that an increase in the budget to £1000 for next year to allow for this. B Gage recently repaired toilets in ladies toilets, saving some maintenance costs and it was suggested that only the main hall be painted this coming year.

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

It was agreed that the Clerk would reconfigure the Terms and Conditions to add COVID advice to the end of the document.

P Cavill suggested that adding information about the damage deposit at the beginning of terms of conditions as well as at the end to encourage hirers to be mindful of this. The Clerk agreed to update this document.

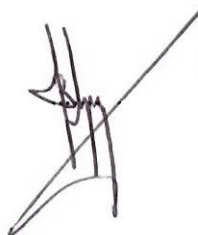
11. Urgent Matters for report

Clerk raised that a hirer had noted that the automatic door is not working for disabled users. The door is to be checked and if there is an issue, a professional will be called to investigate the issue.

12. Date of the next meeting

The date of the next meeting of the BACH committee is Thursday 25th May at 7.00pm at the BACH.

There being no further business to discuss, the meeting ended at 8.05pm.



Signed Chairman

Date: 30th May 2023