



West Monkton Parish Council

## Brittons Ash Community Hall (BACH) Committee Meeting – 20<sup>th</sup> July 2021

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

Cllr Gage welcomed members of the BACH Committee to the meeting, noting that the Committee haven't met since January 2020 due to the Pandemic.

### **1. Apologies**

Apologies were received from Cllrs G Hope and R Tully, R Doble and J Doble.

### **2. To approve the minutes of the BACH Committee meeting on 23<sup>rd</sup> January 2020**

The minutes of the meeting on 23<sup>rd</sup> January 2020 were signed as a true record.

### **3. Matters arising from the minutes**

- TV Licence – in place, Cllr Elliston suggested that it may be possible to claim back some of the TV Licence costs for the period that the BACH was closed during lockdown. Clerk to investigate.
- Premises Licence – in place.
- Storage Cupboards – Cllr Gage reported that new storage cupboards have been installed in the Activity Hall Storage Cupboard; four for hirers and one for cleaning equipment. Clerk to add a label to the door of the cleaning cupboard.

The remaining matters arising from the minutes are on the agenda for discussion at this meeting.

### **4. To discuss Covid-19 regulations, cleaning arrangements etc.**

Clerk explained that although all Covid-19 restrictions had been lifted from 19<sup>th</sup> July, ACRE guidance recommends that the majority of measures should remain. A discussion followed and it was agreed that all the toilets could re-open and the kitchen could be used by more than one person at a time.

Clerk to amend the Special Covid-19 hire conditions and Risk Assessment to reflect the ACRE guidance.

The frequency of cleaning was discussed and it was agreed that it would reduce to once a week during August and return to twice a week from September.

### **5. To receive an update regarding bookings**

M. Little provided an update regarding bookings. Bookings are going well; most regular hirers have returned and private hirers are also beginning to make bookings for parties now that they are able to.

Clerk confirmed the car park food trader bookings that remain. Cllr Gage confirmed that external power sockets have now been installed for use by car park traders if required.

## **6. Access, keys and fobs**

The shortage of key fobs was discussed. It was agreed that the hirers that don't have any current bookings would be requested to return their keys including Escape, Mencap and the Scout Group.

If there is still a shortage then Committee Members with a key would be asked to return their fobs and use the alarm code instead.

## **7. To receive a finance update**

Clerk provided an update on the financial position of the BACH. Clerk confirmed that the BACH received a £10000.00 Covid-19 grant from Somerset West and Taunton Council which means that the financial position of the BACH has not been impacted by the pandemic.

A discussion about how the BACH funds could be spent followed. Suggestions included to fund a community event and also allocating some money to fund some staffing costs for the community work that the Parish Council is undertaking. It was agreed that £10000.00 should be ringfenced as a reserve for future works that may be required at the BACH as the building gets older. Ringfencing further amounts in the budget each year will be discussed as part of the budget setting process for 2022/23 and beyond.

Clerk confirmed that an Internal Audit was carried out on the 2020/21 accounts and some recommendations were made.

The Internal Auditor uncovered that three hirers of the hall which have been using the hall since it opened had not paid a damage or key deposit. It was accepted by the Committee that the deposits had not been collected and that a request for the deposits to be paid would not be made now.

The Internal Auditor also recommended that the deposits held should be kept in a separate bank account, the Clerk has carried out this action.

## **8. Utility Supplies**

Cllr Gage provided an update regarding the BACH utilities:

BT – Telephone / Broadband – BT sent information regarding an available offer earlier this year. The offer meant that a virtual phone would be supplied along with a new router with 4G back up. The offer would also provide a saving of around £20.00 per month for 24 months. Cllr Gage submitted an order but since then there have been many errors on BT's part, including large delivery and installation charges. One refund has already been received and following further phonecalls a further refund will be received. It is hoped that the next bill will show that the correct charges are now being applied.

Electric / Heating / Water – a meeting has taken place with the school about these charges. A bill for each has now been received up to 31<sup>st</sup> March 2021. The Headmaster at the Primary School has waived charges pre 2019. The cost over the last year, including periods of lockdown and the BACH being closed, was £1120.00 for all three utilities. The School have offered a standing charge of £100.00 per month for the utility costs be paid by the BACH to the School. The Parish Council agreed to take up this offer at the July Parish Council meeting. A Direct Debit for this amount will now be set up.

Fire Alarm / Security / Sprinkler System – a further charge may be payable to the school for a proportion of the maintenance costs for these systems.

Servicing of the Air Conditioning Unit was discussed. It was agreed that the Clerk organise a service in the near future.

Clerk to also source replacement filters for the water cooler.

**9. To review hire charges**

The charges for hire were reviewed. It was agreed to make no changes to the hire charges and review the charges again whilst setting the budget for 2022/23.

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

It was agreed that the conditions relating to licensable activities and loud music in the Terms and Conditions of Hire should be amended – Clerk to amend.

It was agreed that no changes were needed to the Key Holder Agreement.

**11. Urgent matters for report**

Cllr Gage provided an update following a meeting with the school about the BACH car park and the persistent use of the car park by parents and parents walking across the car park with their children. The school has provided a chain to be used across the gate when it is open during school drop off / pick up. It was agreed to not use the chain for now and to review the situation in September.

Cllr Cavill raised that some markings have appeared on the wall in the Activity Hall Storage Cupboard near where the chairs are stored. It was agreed to keep an eye on the marks and if they get worse to explore adding some form of protection to the wall.

**13. Date of the next meeting**

The date of the next meeting of the BACH committee is Tuesday 19<sup>th</sup> October 2021 at 7.00pm at the BACH.

There being no further business to discuss, the meeting ended at 7.55pm.



Signed Chairman

Date 20<sup>th</sup> December 2021