



West Monkton Parish Council

Brittons Ash Community Hall (BACH) Committee Meeting – 20th December 2021

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

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

The minutes of the meeting on 20th July 2021 were agreed as a true record of the meeting.

3. Matters arising from the minutes

There were no matters arising from the minutes.

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

Clerk explained that the Covid-19 restrictions have not changed since the last meeting and the current Covid-19 conditions are adequate and should remain. If any further restrictions are announced the conditions will be reviewed.

It was agreed that the frequency of cleaning should remain at twice a week for the foreseeable future and as such adequate time will be allocated on Tuesday and Friday afternoons for cleaning.

Discussion turned to the number of tables available at the BACH. It was noted that one of the smaller tables has been damaged. It was agreed to purchase two small tables.

5. To receive an update regarding bookings

Maggie Little provided an update regarding bookings. Bookings are going well; one regular hirer who used the hall four times a week has stopped. The hall tends to be free on Thursday but there is something booked in on all other days of the week. Private parties are also returning at the weekend.

6. To discuss keys

Clerk confirmed that there was a shortage of keys with fobs but two have now been returned so there are some spare again.

Cllr Gage confirmed that the alarm system could be replaced which would enable further fobs.

Clerk confirmed that additional fobs could be gathered from Committee Members and regular individual hirers if required. It was agreed that no further action was required for the moment.

Clerk confirmed that she held a list of all those who hold keys and an annual check will be carried out in May as per the Key Holder Agreement.

7. To discuss storage

The shortage of storage was discussed. It was noted that the Youth Club are using up quite a lot of room in the storage cupboard and that tables are not always stored correctly. Solutions were discussed. It was agreed to return a couple of stacks of chairs to the Committee Room to provide some room in the storage cupboard.

8. To discuss purchasing new equipment including

Following a discussion it was agreed to purchase 24 fine bone china mugs of pattern design for the kitchen and a full-length mirror for the ladies' toilets.

It was also agreed to purchase a new heavy-duty matt for the entrance.

Purchasing a new Hoover for the cleaner was discussed. Cllr Gage agreed to take a look at the Hoover and see if new parts could be ordered for it rather than purchasing a replacement Hoover.

It was agreed to arrange a clean of the carpets and windows around March time.

Cllr Gage confirmed that the fire extinguishers will be serviced in January.

9. To consider developing an inventory of equipment / items in the kitchen

Maggie Little explained that she is often asked about the equipment available in the kitchen by hirers and thought it would be useful for an inventory to be developed and displayed on the website.

It was agreed that the Clerk would develop an inventory and publish it on the website.

10. 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 30th November 2021. The report confirmed that £35,219 was held in the BACH bank accounts, of which £1400 is the damage / key deposits held.

Clerk confirmed that a draft 2022/23 budget will be developed for approval at the next BACH Committee Meeting which will incorporate the £10000.00 already ringfenced as a reserve for any required future works and a further annual payment to the ringfenced reserve.

11. Utility Supplies Update

Cllr Gage confirmed that since the last meeting the Primary School has revised the monthly amount payable for Electricity / Water / Heating from £100.00 to £90.00. An agreement for one year from 1st September 2021 has been signed by the School and Parish Council.

12. To review hire charges

The charges for hire were reviewed. It was noted that the cost of running the hall is low and there is a desire to keep the hall hire costs as cheap as possible for the local community. It was agreed to make no changes to the hire charges and review the charges again whilst setting the budget for 2022/23.

13. 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 needed to the Terms and Conditions of Hire or Key Holder Agreement.

14. Urgent matters for report

There were no urgent matters for report.

Cllr Gage thanked Maggie and Gordon Little for all their work and support with a Christmas gift.

13. Date of the next meeting

The date of the next meeting of the BACH committee is Monday 14th March 2022 at 7.00pm at the BACH.

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



Signed Chairman

Date: 14th March 2022