



West Monkton Parish Council

## Brittons Ash Community Hall (BACH) Committee Meeting – 23<sup>rd</sup> January 2020

**Present:** Cllr B Gage (Parish Councillor and Chairman of BACH), Cllr H Ellis (Parish Councillor), Cllr N Cavill (Parish Councillor), Cllr G Hope (Parish Councillor), Cllr R Tully (Parish Councillor), M Little (Booking Officer), G Little (Volunteer), R Doble (Volunteer) J Doble (Volunteer) A Shepherd (Clerk) and Tricia Cavill (Assistant Clerk).

### 1. Apologies

No apologies were received.

### 2. To approve the minutes of the BACH Committee meeting on 3<sup>rd</sup> October 2019

The minutes of the meeting on 3<sup>rd</sup> October 2019 were signed as a true record.

### 3. Matters arising from the minutes

- Replacement ceiling light in Committee Room – Installed
- PAT Testing – Complete
- Door stop repair – Complete
- Installation of ventilation in the office – Complete
- Heater for office – Purchased
- Replacement Heat Meter – Installed
- PA system, overhead projector and screen – Installed
- Christmas Get Together took place on 4<sup>th</sup> December

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

### 4. Repairs / improvements / management

#### (a) Crash mats for Activity Hall

Clerk summarised a request received from the Bathpool Pioneer to purchase some crash mats for use during possible film evenings in the future. It was agreed not to purchase any mats at the moment until such time as a regular booking is made for a film club. It was noted that in the meantime the school benches could be used to provide lower level seating.

#### (b) Utility Bills

Chair confirmed that electric bills had been received from the school. Heat meter readings have been taken now that the new heat meter has been fitted but the readings indicate that use in the BACH equates to approximately one sixth of the total for the school. Chair expressed concern that the thermostat had been tampered with and this may have impacted on the meter readings for this period. It was agreed to wait for the bill to see what the cost is before raising any concerns with the school.

It was noted that the electric bills received from the school included a £10.00 admin charge on each. This charge doesn't form part of the Memorandum of Understanding held with the school. Chair to question the charge with the school.

**(c) Heating System**

Chair confirmed that the heating system is currently left on 24 hours a day, 7 days a week all year round. There is the option to turn the heating off for 2 weeks over Christmas. It was agreed to leave the heating on throughout the year.

**(d) Car parking**

R. Doble requested confirmation as to which car parking spaces now belong to the school and which belong to the BACH. It was confirmed that the spaces in the BACH car park belong to the BACH and the ones in the school car park belong to the School. It was noted that there was an agreement that BACH users could use the school car parking spaces in the evenings and at weekends and a request can be made to the school to lift the barrier to the staff school car park at evenings / weekends if there is a larger event taking place at the BACH.

Cllr Haskins asked whether the BACH car park needed to be locked. A discussion took place. It was agreed to leave the gates unlocked and review the impact of this at the next meeting.

Chair confirmed that a slight dip had developed in one of the new BACH car park spaces. The contractor has agreed to come back to repair this in the summer.

**(e) Screens**

Clerk outlined how useful the screens had been in the lobby to enable meetings to be held when both rooms are in use and suggested the purchase of two additional screens. The purchase of two more screens was agreed.

**(f) Other improvements**

It was agreed that the carpet in the lobby would need a further clean in May – Clerk to arrange.

It was agreed that a mop and bucket should be purchased and stored in the Activity Hall Storage Cupboard for use by hirers.

It was agreed that signs should be made (using a label machine) to ask people to:

- Not adjust the thermostats
- Turn the sound system off after use
- Turn the water heater off after use

The damage to the activity hall wall was discussed.

It was agreed to repaint both rooms and the lobby in Summer – Clerk to arrange.

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

M. Little provided an update regarding bookings. Bookings are going well and there has recently been lots of weekend bookings sometimes as many as six in one weekend.

**(a) Community Workshops**

Clerk outlined the Community Workshops that are being organised and run by the Bathpool Pioneer. It was agreed that there would be no charge for the workshops but they would be limited to one per month.

**(b) Nappies in bins**

Maggie outlined the ongoing issue with nappies being left in the bin in the disabled toilet. It was agreed that a sign would be developed to display.

**(c) Cleaning floor after use**

Chair confirmed that a couple of complaints had been received about the cleanliness of the floor in the Activity Hall after the Little Messy Hands bookings. It was agreed that the Clerk would write to the hirer, confirm the terms and conditions of hire and ask them to use the mop and bucket provided to clean the floor after each use. It was agreed that if the problem continues the booking would be reviewed.

Cllr Haskins asked if the BACH was available on 8<sup>th</sup> May for VE Day Celebrations. Maggie confirmed that the BACH was available and provisionally placed the BACH on hold for a brunch type event or similar.

**6. Access, keys and fobs**

Maggie confirmed that the number of available keys / fobs was becoming an issue. The idea of unalarming the BACH in the morning so that some regular hirers would not need fobs was discussed. It was agreed to unalarm the BACH on Monday and Thursday mornings. Clerk will unlock on Monday mornings and Cllr Hope will unlock on Thursday mornings. This arrangement will start from week commencing 24<sup>th</sup> February 2020.

The query was raised as to whether a code would be used to disable the alarm rather than a fob, if this was possible, members of the committee could use the code meaning more fobs would be available for hirers. Chair agreed to investigate this further with the alarm company.

**7. To consider making applications for licences, including:**

**(a) Premises licence**

Clerk outlined the requirement for the BACH to hold a premises licence for the provision of some of the activities that the BACH is currently used for or may be used for in the future. Clerk outlined that the cost of the application would be £190.00 and once granted an annual fee of £180.00 would be payable. It was agreed that the Clerk should apply for the licence and the hours applied for in respect of each activity should be 9am until 11pm Monday to Sunday.

**(b) TV licence**

Clerk outlined the requirement for the BACH to have a TV Licence. The cost of the TV Licence is £154.50 per year. It was agreed that the Clerk should obtain a TV Licence for the BACH.

**8. To receive a finance update**

The financial spreadsheet confirming the financial position up until 31<sup>st</sup> December was presented. Clerk outlined the income received from regular and private hirers and the payments made.

The finance sheet demonstrated a healthy position.

Clerk confirmed that once all of the utility bills have been received from the school a budget for 2020/21 could be developed. Clerk hopes to be able to share / agree a budget for 2020/21 at the next meeting.

It was noted that a contingency fund for future need to replace some equipment at the BACH should be developed. It was agreed that this should form part of the budget for next year and thereafter.

The purchase of 4 new tables for the BACH Committee Room was discussed and agreed.

**9. To review hire charges**

The charges for hire were reviewed. It was agreed to make no changes to the hire charges.

Promotion of the BACH as a possible meeting venue for businesses was discussed. It was agreed that the Clerk should try to promote the BACH through the Chamber of Commerce, SCC / Public Health Team and the Local Business Facebook Page.

The limited available storage at the BACH was discussed. It was agreed to explore alternative storage solutions including storage cupboards for the entrance lobby.

**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 needed to the key holder agreement or terms and condition of hire.

**11. To receive update on transfer of car park to WMPC ownership**

Assistant Clerk provided an update in relation to the transfer of the car park ownership. The transfer of the car park completed in November 2019 but the paperwork is still awaited from the solicitor. Assistant Clerk to chase the paperwork.

**12. Urgent matters for report**

No urgent matters for report.

**13. Date of the next meeting**

The date of the next meeting of the BACH committee is Thursday 16<sup>th</sup> April 2020 at 7.00pm at the BACH.

There being no further business to discuss, the meeting ended at 8.40pm.



Signed Chairman

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