



West Monkton Parish Council

## Brittons Ash Community Hall (BACH) Committee Meeting – 3<sup>rd</sup> October 2023

**Present:** Cllr B Gage (Parish Councillor and Chairman of BACH), Cllr Ray Tully (Parish Councillor), Chairman S Haskins (Chairman of Parish Council), Cllr N Cavill (Parish Councillor) M Little (Booking Officer), G Little (Volunteer), Kate Welsh (Assistant Clerk Community) and Amy Shepherd (Clerk)

**1. Apologies:** Cllr H Ellis and Tricia Cavill (Volunteer)

### **2. To approve the minutes of the BACH Committee meeting on 30<sup>th</sup> May 2023**

The minutes of the meeting on 30<sup>th</sup> May 2023 were agreed as a true record of the meeting. It was resolved to adopt the minutes of the BACH Committee meeting on the 3<sup>rd</sup> October 2023.

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

No matters arising that will not be covered in finance update.

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

New exercise class starting on a Wednesday, query over charge, Clerk confirmed that the rate of £10 was appropriate as they are providing a service for those in the parish.

Query over late cancellation of private booking due to child being unwell, and whether the deposit and booking fee should be refunded, it was agreed to issue a full refund.

Ruishton Football – concerns over children being in the activity hall, which was not booked by the group, they also stayed until after 12 noon, after their allocated booking time. Clerk to email the group to remind of the terms and to remind that they are not allowed to use to the activity hall. Clerk to mention that it would be useful if they can finish by 11.45am, it gives a chance for the hall to be used for private bookings after 12 noon. Feedback from M Little was positive about the use of the car park during Saturday morning bookings.

M Little asked if there was anyone can cover late evening closing for party bookings, and it was suggested that Assistant Clerk (Community) be emailed and find someone available to close the hall.

M Little shared that they are away from 19<sup>th</sup> October to 28<sup>th</sup> October and will need cover for a number of bookings.

Cllr B Gage raised the concern about the noise complaint that M Little recently receive. Cllr B Gage has contacted the gentleman who complained to inform him that it was not due to a booking and that it might have been young people on premises.

### **5. To discuss storage and keys**

No issues with storage and keys at present. Few queries about keys that had not been returned and Clerk to get hold of those that need to return keys.

No concerns over storage.

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

Clerk shared BACH Finance Report to date and everything is as expected for income, expenditure and is in line with the budget.

CLlr B Gage raised cost of utilities and agreement with school about these payments, there has been no change to this since the last discussion with school so it is assumed that they are happy with current agreement. Clerk shared that she now sends an invoice to the school when they use the committee room, this shows how much it would have cost to hire the room. There is an expected increase in utility cost from September this year.

CLlr Cavill suggested we move some of the monies we have on account to a different account to make use of the increases in interest rates. CLlr Gage suggested moving money into a new Nationwide Account and Clerk agreed to look at how much Hampshire interest rates are and compare to Nationwide. Clerk to move £20K into higher interest account.

Community Events budget to be increased to provide catering and to organise Seasonal Volunteer Party Event.

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

Changes to terms and conditions to include 'Once hall is unlocked, it must not be left unattended.'

## **8. Urgent Matters for report**

Clerk – Defib, R Doyle has checked the defib, the keypad is sticky and clerk is looking into getting a replacement keypad. CLlr Cavill suggested trying some silicon spray on the keypad in the first instance. Clerk to discuss this with R Doyle.

Hot Water in the kitchen – the mixing valves has been replaced and now the water is working. Need to be mindful that the valves could now be tampered with and this may cause too much hot water coming through.

Water Heater has been fixed by Aspen.


Smell in the kitchen – Fridges have been cleaned top to bottom. Cleaner to clean the carpet in the committee room.

Community Fridge – everyone happy for us to hold a vertical freezer in the BACH until we have a new shed.

## **9. Date of the next meeting**

The date of the next meeting of the BACH committee is 8<sup>th</sup> February at 7pm.

There being no further business to discuss, the meeting ended at 8.10pm.



Signed Chairman

Date: 8<sup>th</sup> February 2024