



West Monkton Parish Council

Brittons Ash Community Hall (BACH) Committee Meeting – 8th February 2024

Present: Cllr B Gage (Parish Councillor and Chairman of BACH), Cllr Ray Tully (Parish Councillor), Cllr N Cavill (Parish Councillor), Cllr H Ellis (Parish Councillor), M Little (Booking Officer), P Cavill (Volunteer) and Amy Shepherd (Clerk)

1. Apologies: Cllrs Haskins and Hope, G Little (Volunteer) and Kate Welsh (Assistant Clerk Community)

2. To approve the minutes of the BACH Committee meeting on 3rd October 2023

The minutes of the meeting on 3rd October 2023 were agreed as a true record of the meeting. It was resolved to adopt the minutes of the BACH Committee meeting on the 3rd October 2023.

3. Matters arising from the minutes

There were no matters arising from the minutes that will not be covered in items on the agenda.

4. To receive an update regarding bookings

a) Ruishton Football Club

An update on use of the BACH by the Football Club was provided and a discussion took place. It was agreed to remind the football club of the remainder of the bookings that they have until May, and request that as much notice as possible is given for future bookings.

b) Monday Table Tennis

It was noted that the Table Tennis group haven't made any bookings since November but would like to return at the end of February. It was agreed to continue to hire the hall to the Table Tennis group on Mondays but request that they confirm when they definitely won't require the hall in the future to enable income to be maximised from other bookings.

c) Use by Primary School

A discussion took place about the Primary Schools use of the BACH and it was noted that the school is not charged for its use of the BACH. It was agreed to request that the school:

- Commit to unlock and lock the hall immediately before and after their bookings
- Acknowledge and enable the cleaner to clean the other spaces if their bookings are on a Tuesday or Friday afternoon.
- Confirm the commitment to enable the school to use the BACH free of charge but suggest a goodwill contribution when the BACH is used for academy type meetings (or enable the use of the bin store by the BACH (discussion in item 6 below).

d) Bridge Club

It was noted that a member of the bridge club took a tumble from the kerb in the car park. Improvements have since been made including re-directing the lighting near the storage container so that it is pointing at the kerb.

It was agreed to also paint a white line along the edge of the kerb. Cllr Tully agreed to do this.

5. Stay and Play Storage

Clerk outlined a need, due to the size and weight of the stay and play equipment storage boxes, for a large bottom cupboard to be made available in the Activity Hall storage cupboard.

It was agreed that Escape would be asked to move storage cupboards to either one of the top large cupboards or two of the smaller cupboards. M Little to liaise with Escape.

Clerk to work with Assistant Clerk Community to sort through the stay and play toys to see if the amount stored in the Activity Hall storage cupboard can be reduced.

P Cavill raised a Facebook post indicating that school children were playing football in the lobby during Community Café and leaving their bicycles outside, obstructing the entrance. Clerk confirmed that the playing of football in the lobby was quickly dealt with.

6. To discuss bin store / rubbish collection

Clerk confirmed that a padlock has been added to the school bin store. The bin store was occasionally used for one or two bags of rubbish a week from the Community Café or incidental cleaning items and occasional rubbish left by regular hirers.

Clerk outlined a quotation received from Biffa for commercial waste collection every two weeks and the supply of an 1100 litre wheely bin.

It was noted that a lot of the rubbish accumulated from the Community Café was recyclable and it was agreed to add a bin in the kitchen with a sign confirming it is for clean recycling.

Cllr Gage also reported that he was taking any cardboard accumulated to the recycling centre.

It was also agreed to initially ask the school if the BACH can have access to the bin store for one or two bags of rubbish a week (in exchange for use of the BACH by the Academy – see item 4c above) rather than proceeding with commercial waste collection.

7. To discuss potential improvements

a) Magnetic Panels in Activity Hall

Clerk outlined a Parish Council suggestion that magnetic panels are added to the wall in the activity hall, perhaps either side of the shutters.

It was agreed to instead, frame and hang the two posters / notices that are currently in the hall on either side of the shutter.

b) Other improvements

Cllr Gage suggested that the Activity Hall is painted during 2024/25. Clerk to gather quotes.

Clerk outlined a request for hooks for bags / coats to be added to the back of the toilet cubicle doors- this was agreed.

Cllr Gage reported that the kitchen tap is leaking but it was agreed to leave the repair for the time being.

The issues that were being experienced with the Wi-Fi at the BACH appear to have been resolved.

It was agreed to put two of the freestanding screens, currently in the lobby, into the Activity Hall storage cupboard.

8. Finance

a) Finance update to 31st January 2024

Clerk provided a summary of the BACH finance report to 31st January circulated in advance of the meeting. The report confirms that £10215.47 in income had been received to 31st January, the total predicted income for the 2023/24 year is £11500.00. Income is therefore on track to achieve and exceed that predicted for the year. Expenditure is £6625.50 with a slight overspend on the BT and cleaning supplies budget lines but an underspend on all other budget lines.

As at 31st December £42672.79 was held across the BACH bank accounts. £29143.44 of this is allocated for rebuild reserves.

A new bank account with Nationwide has been opened as agreed at the last meeting and £20000 has been invested for one year at a rate of 5% interest.

Clerk outlined a commitment made by the PC to allocate 25% of the BACH surplus each year for sponsorship for young people to attend training / courses / events. The remaining 75% surplus will be added to the rebuild reserves. This was agreed by the Committee.

b) To consider budget for 2024/25

A discussion regarding the 2024/25 budget took place, noting the spend in 2023/24 and the likely work needed in 2024/25 discussed earlier in the meeting. The following points were also raised:

- BT have confirmed a 9% rise in prices.
- Cleaning supply prices are likely to increase due to global price increases.
- A bill for maintenance / testing of the sprinklers, emergency lighting (including potential battery replacement) is likely to be received from the school.
- Regular PAT testing (3 yearly) and electrical safety checks (5 yearly) need to be accommodated in the budget when required.

Clerk to develop a draft budget for 2024/25 based on the discussion and circulate. The developed draft budget is below:

2024/25 BACH Budget

Carry forward / reserves:		Notes
Brought forward (estimated)	44000.00	
Reserves (rebuild)	32518.44	(includes estimated 75% of surplus from 2023/24 - 3375.00)
General carry forward (unallocated)	11481.56	
Predicted Receipts:		
Regular Hirers	9000.00	
Private Hires	2500.00	
Interest	1040.00	
Grant	0.00	
Total expected receipts	12540.00	
Payments		
Cleaning Services	3120.00	No change
Telecoms	700.00	Increase to reflect 9% increase in charges
Utilities (including Electric, Water, Heating and Hot Water)	1710.00	No change
Cleaning Supplies	100.00	Increase to reflect increase in use and prices
Other Supplies / Equipment	1000.00	
Hall Improvements	1000.00	
Hall Maintenance	1000.00	
Licenses / subscriptions	855.00	
Miscellaneous	100.00	
Sponsorship for Young People (25% of 2023/24 surplus estimated)	1125.00	New budget line to reflect commitment by Parish Council
Community Events / Initiatives	1000.00	
Surplus	830.00	
Total budgeted payments	12540.00	

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

Amendments to the terms and conditions of hire were agreed including replacing the reference to SW+T Council to Somerset Council, the removal of the Covid conditions and changing email addresses to the new @westmonktonparishcouncil.gov.uk addresses.

10. Urgent Matters for report

M Little asked if the Committee had any objections to the A board displayed outside the hall. The Committee confirmed that it did not have any objections.

It was noted that the email addresses / website address needed to be amended on the website / invoices.

11. Date of the next meeting

The date of the next meeting of the BACH committee is 4th June 2024 at 7pm.

There being no further business to discuss, the meeting ended at 8.25pm.



Signed Chairman

Date: 4th June 2024