



West Monkton Parish Council

## Brittons Ash Community Hall (BACH) Committee Meeting – 4<sup>th</sup> June 2024

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

### **BC01/24 To note apologies**

Apologies were noted from Cllrs Haskins and Kate Welsh (Assistant Clerk Community).

### **BC02/24 To approve the minutes of the BACH Committee meeting on 8<sup>th</sup> February 2024**

The minutes of the meeting on 8<sup>th</sup> February 2024 were agreed as a true record of the meeting. It was resolved to adopt the minutes of the BACH Committee meeting on the 8<sup>th</sup> February 2024 proposed by Tricia Cavill, seconded by Maggie Little and agreed with all in favour.

### **BC03/24 To review membership of the Committee and consider co-option of Geoff Hope**

A review of the membership of the Committee took place. Clerk confirmed that Cllrs Gage, Cavill, Haskins, Ellis and Tully were the Parish Council agreed members of the Committee. It was noted that Tricia Cavill, Maggie Little and Gordon Little were coopted members of the Committee. Cllr Gage advised that following Geoff Hope's resignation as a Parish Councillor, Geoff had expressed an interest in being a coopted member of the Committee. It was resolved to co-opt Geoff Hope onto the Committee, proposed by Cllr Ellis, seconded by Tricia Cavill and agreed with all in favour.

### **BC04/24 To receive an update regarding bookings**

Maggie Little provided an update regarding bookings. The Table Tennis Group have given up their Monday evening booking and a new Yoga Class has started on Thursday mornings. A Yoga Class on Monday mornings has stopped but may return in September.

Clerk to ensure that the calendar on the Parish Council website is up to date with amended regular hire bookings.

The church has booked the Committee Room for four weeks in June on Tuesdays from 2.15pm until 4.15pm. On the 29<sup>th</sup> June the School have the Committee Room booked so the church can use the Activity Hall instead but this will mean that both rooms will be in use when cleaning normally takes place. It was agreed to advise the cleaner not to clean the BACH on 29<sup>th</sup> June and let both bookings proceed.

A discussion took place about storage. It was noted that the equipment from the Youth Club (that no longer operates) is using up a large cupboard and room in the storage container. Clerk to request that the Youth Club remove the items or suggest that they are donated.

It was noted that the church used a key held by a lady from the sewing group to gain access to the hall for one of their bookings. Maggie Little asked the Committee if this was acceptable. It was agreed that it was acceptable as long as the key holder knows that they remain responsible for their key when lending it to someone else.

Maggie Little advised that occasionally she receives enquiries about whether outside space is available when people hire the BACH. It was agreed that due to the Community Garden expansion, hirers should be advised that no outside space is available.

It was noted that a hirer of the Activity Hall on one Wednesday evening a month had not booked the hall since December and had indicated that they would restart their bookings in May but no booking request has been received. Clerk to write to hirer and ask if they do anticipate returning and if not offer to refund the deposits held.

Maggie Little advised that she had received an enquiry about booking the BACH on Christmas Day. Maggie agreed to open the hall for the booking but advised that the hirer would be left with a key to lock up. It was agreed that the hire fee for the kitchen would be increased to £16.00 for the booking due to increased use of the kitchen for the booking.

**a) White Eagle Group – cancellation in February; consider credit**

Clerk advised that the White Eagle Group have a number of bookings through the year, the first was one in February that was cancelled at the last minute due to train problems. After considering the terms and conditions it was agreed not to provide a credit for the cancelled February booking.

**b) Camera Club – every other Monday evening**

Maggie Little advised that a Camera Club has enquired about booking the hall on Monday evenings from 7.30pm until 9.30pm every other week from September until mid-May. No other requests have been received to book the Activity Hall on Monday evenings but it will mean that it is unlikely that the Activity Hall will be hired on alternate Monday evenings if the Camera Club is permitted to book the hall. It was agreed that Maggie would confirm the charge of £10.00 per hour and push the club to book every Monday but accept the booking for alternative Mondays if that wasn't possible.

**c) Office Hire**

Maggie Little advised that an enquiry had been received to book the office. It was noted that the office is now used a lot by the Clerks and stores Parish Council papers. As such it was agreed to remove advertisement of the office being available to hire from the website and terms and conditions and offer the Committee Room to anyone enquiring instead.

**BC05/24 Rubbish / Recycling Update**

Clerk advised that the school has permitted use of the bin store for non-recyclable rubbish and provided the padlock code. The code has only been shared with the cleaner. Clerk advised that recycling bins are now available in the kitchen but these need to be regularly emptied. Committee members agreed to collect the recycling from the BACH.

**BC06/24 Bridge Club Incident Update**

Clerk advised that since the last meeting when the incident involving an attendee of the Bridge Club was discussed following receipt of an accident report, an email had been received from the husband of the attendee indicating a claim for insufficient lighting in the car park and a dangerous surface would be pursued. Clerk reported the matter to the Parish Council who agreed that all the information regarding the incident would be passed to the insurance company.

The solicitor acting on behalf of the insurance company is preparing a file to respond to the claim. Clerk has provided a statement confirming the arrangements in place, the number of hall users and that there have been no other reported incidents.

The insurers have advised that although regular checks of the BACH and internal and external surfaces are carried out, a log should be kept. As such a monthly check with a log commenced in April.

The outcome of the claim to be confirmed / reported in due course.

**BC07/24 Activity Hall Music Interference Update**

Clerk advised that there had been some incidences of interference on the Activity Hall speakers. Clerk has liaised with the school, it would appear that the hirer of the school hall was using the same channel as the

Activity Hall sound system. The school hall hirer is now using a different channel and the issue has been resolved and there have been no further reports of interference.

### **BC08/24 Accident Report – Dishwasher Handle**

Clerk advised that a volunteer who was helping in the kitchen during a stay and play group session had banged her hip against the dishwasher handle.

It was agreed that checks would be made to ensure that the dishwasher door is left closed and a notice added requesting that users ensure it is closed be added.

### **BC09/24 Finance**

#### **a) 2023/24 Accounts**

The final 2023/24 accounts were shared in advance of the meeting and the Clerk provided a summary of the year end position and the amount in reserves at 31<sup>st</sup> March 2024 - £44981.54. This excludes the £1300.00 carry forward that has been included in the 2024/25 budget for sponsorship for young people. Clerk advised that a policy needed to be developed providing the criteria for applications for sponsorship. Draft to be developed and discussed by the PC Audit Working Group at their next meeting.

#### **b) 2024/25 Accounts update to 31<sup>st</sup> May 2024**

The 2024/25 accounts to 31<sup>st</sup> May 2024 were shared in advance of the meeting and the Clerk provided a summary. It was noted that the level of income from regular hirers during April and May was good. Clerk advised that a rechargeable battery pack for the hearing loop speakers in the Committee Room and replacement first aid kit items had been ordered.

#### **c) To consider quotes for painting the Activity Hall.**

Clerk provided a summary of two quotations received for painting the activity hall with durable and wipeable paint; one from Matt Francis and one from M+J Chanter Decorating. It was resolved to accept the quotation from Matt Francis, proposed by Cllr Cavill, seconded by Maggie Little and agreed with all in favour. Clerk to arrange for the painting work to take place during the school summer holidays when bookings normally reduce.

#### **d) Escape Group grant application (delegated by the Parish Council to determine)**

Clerk advised that an application for grant funding had been received by the Parish Council from the Escape Group; a regular hirer of the BACH. The Parish Council delegated determination of the application to the Committee as it is for the cost of hiring the BACH. A copy of the grant application was circulated in advance of the meeting.

A discussion took place and it was agreed to provide the BACH for free to the Escape Group and provide a credit for payments already received for hall hire.

### **BC10/24 To discuss whether any amendments are required to the Key Holder Agreement or Terms and Conditions of Hire**

It was agreed that the Terms and Conditions of Hire should be amended as follows:

- Reference to office hire be removed.
- The page numbers should be adjusted so that they are correct.
- And an additional condition confirming that children should not access the Activity Hall storage cupboard.

It was agreed that the Key Holder Agreement should be amended as follows:

- The email address for the Clerk should be amended to [clerk@westmonktonparishcouncil.gov.uk](mailto:clerk@westmonktonparishcouncil.gov.uk)

Clerk to amend the documents, circulate updated versions and add the amended terms and conditions of hire to the website.

### **BC11/24 Urgent matters for report**

Geoff Hope asked if the Community Garden and Fridge are separate from the BACH. Clerk confirmed that the BACH Committee do not operate the Garden or Fridge but the Parish Council does. Geoff Hope

suggested a healthy eating initiative / education programme for those taking food from the fridge. Clerk outlined a proposal that the Parish Council will be considering called the Summer Food Project which will provide healthy lunches, using food from the garden and fridge over the summer holidays. Clerk advised that the initiative will include an educational element, hopefully working with children from Monkton Wood Academy.

**BC12/24 Date of next meeting**

It was agreed that the next BACH Committee Meeting would take place on Tuesday 15<sup>th</sup> October 7.30pm.

There being no further business to discuss, the meeting ended at 9.00pm.



Signed Chairman

Date: 15<sup>th</sup> October 2024