



West Monkton Parish Council

Brittons Ash Community Hall (BACH) Committee Meeting – 15th October 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)

BC13/24 To note apologies.

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

BC14/24 To approve the minutes of the BACH Committee meeting on 4th June 2024

The minutes of the meeting on 4th June 2024 were agreed as a true record of the meeting. It was resolved to adopt the minutes of the BACH Committee meeting on the 4th June 2024.

Tricia Cavill requested an update in respect of putting the youth club equipment to use, Clerk confirmed that a Youth Café has started after the Community Café on a Wednesday afternoon and the Youth Café are making use of the equipment.

Tricia Cavill requested an update in respect of developing a policy for the sponsorship of young people. Clerk confirmed that since the BACH Committee meeting in June, the PC Audit Working Party discussed the criteria / draft policy in July and a Grant Policy was approved by the Parish Council in August. The policy has since been published and one application for primary school uniform has been received and approved by the Parish Council.

BC15/24 To note the Terms of Reference for the BACH Committee.

The Terms of Reference for the BACH Committee were circulated in advance of the meeting and were noted by the BACH Committee.

Tricia Cavill suggested the inclusion of the BACH Committee 'improving' in addition to maintaining the BACH. Clerk to amend to reflect.

BC16/24 To receive an update regarding bookings.

Maggie Little provided an update regarding bookings.

In terms of regular hirers, Taunton Camera Club are hiring the Activity Hall every Monday. The Camera Club has mentioned the lack of parking and the use of the car park by the Pizza takeaway van on a Monday. A discussion took place, and it was agreed to ask the Pizza takeaway if they can operate on another evening from the car park (not on Monday or Friday).

Healthy Hearts, a regular hirer on a Friday, are likely to also book the Activity Hall on a Monday morning. It was noted that there are a good number of hirers, and the BACH is in use every day during the week. Private hire tends to drop off during the summer, but more bookings are being received for the winter. Maggie confirmed that she had received an enquiry about booking the Committee Room for a baby shower with two date options. It was agreed that the hirer should be charged for both dates.

A discussion took place about space in the kitchen fridge and freezer. Clerk to ask Assistant Clerk Community to ensure that the freezer is used in the Committee Room instead of the kitchen and to ensure that there is space in the fridges for use by hirers.

a) School use of the Committee Room – request for June 2025.

Maggie Little outlined a request received from the school to book the BACH in June 2025 and asked if the Committee are happy for the school to book the Committee Room so far in advance. The BACH Committee confirmed that they are happy for the reservation to be made.

BC17/24 Activity Hall Air Conditioning

Maggie Little advised that the air conditioning had been left on twice by hirers after their bookings. It was agreed that the remote control for the Committee Room air conditioning would be removed during the winter months. It was also agreed to add a condition to the terms and conditions to remind people to switch off the air conditioning after use and that enquiries would be made with the air conditioning installers to see if the air conditioning unit could be timed to automatically switch off. The notice on the door reminding hirers what to do before leaving to also be amended to add switching off the air conditioning.

BC18/24 Bridge Club Incident Update

Clerk advised that since the last meeting the insurers had completed their assessment of the incident and concluded that there was no liability, and that due diligence had been exercised by the Parish Council. At that point a claim had not been received.

Since then, a claim has been received with a photo of the car park at night. The photo indicated that the car park was very dark. Upon receiving this, additional photos and a video have been sent to the insurance company along with proof of when the light in the car park was installed.

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

BC19/24 Finance

a) 2024/25 Accounts update to 30th September 2024

The accounts summary to 30th September 2024 was circulated in advance of the meeting. Clerk provided a summary of the current position.

It was noted that the level of income from regular hirers was higher than expected and if the income received from regular hirers continues for the rest of the year the budgeted amount will be exceeded. Clerk confirmed that painting of the Activity Hall was carried out in August and payment was reflected in the accounts.

It was noted that overall, the BACH Accounts were healthy, and the amount held across the BACH bank accounts was noted.

Clerk confirmed that a draft budget for 2025/26 would be prepared for consideration at the next meeting.

BC20/24 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:

- A condition to be added to require people to turn off the air conditioning after hiring the hall.
- The condition that refers to no smoking on the premises or in the vicinity of it to be amended to add vaping.

It was agreed that no amendments were need to the key holder agreement.

Clerk to ask Assistant Clerk Community to follow up the return of the key from the Youth Club. Sub use of keys was discussed, there have been an occasion where a key holder loaned their key for use by another group. It was agreed that no action was needed/.

BC21/24 Urgent matters for report

Clerk raised that as the BACH is being used more frequently as a parish office, orders are being made more regularly for delivery to the BACH. Generally tracking information is available but there have been occasions recently when the delivery could take place at any time and if the gates are shut around school pick up time the delivery driver doesn't attempt delivery. A discussion followed about use of the car park during school pick up if the gates are left open. It was noted that a chain, provided by the school, was available. Clerk to consider use of the chain if required when a delivery is expected.

BC22/24 Date of next meeting

It was agreed that the next BACH Committee Meeting would take place on Tuesday 18th February 2025 at 7.30pm.

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



Signed Chairman

Date: 18th February 2025