



West Monkton Parish Council

## Brittons Ash Community Hall (BACH) Committee Meeting – 17<sup>th</sup> June 2025

**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)

### **BC01/25 To note apologies.**

Apologies were noted from Cllrs Haskins and Munson.

### **BC02/25 To note updated BACH Committee membership.**

Clerk confirmed that the membership of the BACH Committee was reviewed at the Annual Parish Council meeting and the Councillor membership was amended to remove Cllr Tully and to add Cllr Munson. All other membership remains unchanged. The Committee noted the change to the membership.

### **BC03/25 To approve the minutes of the BACH Committee meeting on 18<sup>th</sup> February 2025**

The minutes of the meeting on 18<sup>th</sup> February 2025 were agreed as a true record of the meeting. It was resolved to adopt the minutes of the BACH Committee meeting on 18<sup>th</sup> February subject to an amendment to correct a typo in item BC32/24 to amend 'need' to 'needed'.

The minutes from the last meeting were reviewed and an update provided on the action points agreed at the meeting including:

- The freezer in the kitchen has been cleared by Assistant Clerk Community to ensure that the freezer is available for use by hirers.
- The ceiling tiles in the activity hall have been put back in place and the blinds on the door have been replaced.
- The online meeting software has been installed.
- Cushions were purchased for use on existing chairs for the bereavement café rather than purchasing new chairs.
- Notice has been given to close the Hampshire Trust bank account, the funds will be transferred into the Lloyds account. Further discussion on this to take place under Finance (item BC12/25).
- Water boiler has been fixed and the warning message removed.
- The broken socket in the Committee Room has been looked at and is safe and doesn't need to be replaced.

### **BC04/25 To receive an update regarding bookings.**

Maggie Little provided an update regarding bookings including:

- Regular hire bookings are going well and all hires are continuing.
- Bookbinders are starting whole weekend bookings from September.

- Lots of private hirer enquiries to book the hall for parties are being received – it isn't possible to book them all in.

Cllr Gage confirmed that the bookbinders would like their tables to be stored at the BACH. To accommodate the tables space needs to be found in the store room. This will include the removal of the existing tables, either into the BACH storage container or the Country Park storage container (or both), the Bridge Club will be asked to remove their additional tables or store them in the container for a small fee. Clerk advised that the existing pool table will be removed and replaced with a larger table that folds up and uses less floor space.

A discussion took place about the table tennis tables. The table tennis tables are owned by a hirer that no longer uses the hall but they have left the tables for use by another group and the Youth Café. Clerk confirmed that there was a request from the old hirer to remove one of the tables but this request was later withdrawn. Clerk advised that the hirer that uses the tables confirmed that they use both tables and if one was removed it would cause a problem for the group. A request has been received from the Group that the BACH Committee consider purchasing a table for use by the group in case one is removed in the future. The BACH Committee considered this request and decided not to purchase a table.

Cllr Gage suggested that one of the two table tennis tables may need to be removed to make room for the bookbinders tables. A review of the storage room took place after the meeting and it was agreed that with some adjustments, the two table tennis tables could remain in the store room.

Clerk reported that key for storage cupboard 3 has been missing for some time and asked if the lock could be replaced. Cllr Gage to action.

*The agenda was interrupted to consider item 10 'Store Room shelving / quotation.*

#### **BC05/25 Store Room Shelving / Quotation**

Cllr Gage outlined a proposal to put two shelves above the table tennis tables for light weight items including the play matts and bean bags / cushions. This would also enable further floor space for the bookbinders tables. Cllr Gage confirmed that he had received a quote for £160.00 to install the shelves. It was resolved to accept the quotation. A discussion took place about whether a front edge should be added to the shelves. It was agreed to review the need for an edge once the shelves are installed.

*The agenda was resumed.*

#### **BC06/25 Primary School use of hall / facilities**

Clerk and Maggie Little provided an update on the primary school's use of the BACH since the last meeting. Bookings by the school have reduced since the last meeting and there have been no further issues with the School's use.

It was agreed that no further action was needed.

#### **BC07/25 Primary School Solar Panels Update**

Cllr Gage provided an update in respect of the Primary School solar panels proposal.

The Diocese had previously provided permission for the solar panels to be installed on the school roof. In order to proceed the agreement that is in place with the school regarding utilities and other items needed to be updated. A proposed updated agreement was sent to the school and in turn to the Diocese. At this point it became apparent that the Diocese expected that the school would own the solar panels once they are installed as opposed to the Parish Council retaining ownership. The Diocese obtained legal advice about the Parish Council owning the panels after installation and after receiving advice the Diocese decided that it couldn't give permission for the installation of the panels. Cllr Gage advised that Cllr Cavill has now taken up liaising with the School about the solar panels.

Cllr Cavill advised that the school is going back to the Diocese's solicitor who had given advice basing the proposal on a 'rent a roof' scheme. The school are going to provide more information to the solicitor in the hope that the legal advice is amended. Cllr Cavill to update progress at the next meeting.

Cllr Cavill advised that he will use other contacts that he has with the Diocese if the legal advice isn't altered.

At present, it isn't clear if the solar panel will progress or the timescales if it does but if it does progress the installation will not take place this summer as hoped.

### **BC08/25 Bingo and Cream Tea Event**

Clerk outlined a proposal developed by Assistant Clerk Community to put on a bingo and cream tea event at the BACH following feedback / requests received from older people in the parish. The event will take place on 29<sup>th</sup> July in the afternoon and has been advertised in the Village News.

The event was discussed and supported by the Committee. It was agreed that the Cream Tea element of the event would be funded from BACH proceeds for up to 60 people.

The Committee noted that it would be nice if young people from the Youth Café could attend the event and serve the cream teas. Clerk to make this suggestion to Assistant Clerk Community.

### **BC09/25 Automatic Door**

Cllr Gage reported that no further action in relation to the Automatic Door had taken place since the last meeting. Cllr Gage advised that users of the hall have requested that a fully automatic door is put in place. A discussion took place about the accessibility issues. Clerk confirmed that if people are struggling to access the building the door bell can now be used. It was therefore agreed to commission a contractor to repair the door so that the push button in the lobby works to enable easier access out of the building. It was agreed that a push button shouldn't be added to the outside because if the door is locked and it is used, the motor would burn out.

### **BC10/25 Gents Toilets**

Cllr Gage reported that the lights in the gents toilets go out if you are in the cubicle for more than 30 seconds. Another sensor is needed in / near the cubicle. It was agreed that Cllr Gage would commission an electrical contractor to add another sensor.

### **BC11/25 Requests from hirers**

#### **a) Table Tennis**

Discussed above under item BC04/25. No further discussion took place.

#### **b) Bookbinding Tables**

Discussed above under item BC04/25. No further discussion took place.

#### **c) More mugs**

Clerk reported that the number of mugs that were purchased a few years ago is gradually reducing. It was agreed that the Clerk should purchase a further 12 mugs.

### **BC12/25 Finance**

#### **a) 2024/25 End of Year Accounts**

The 2024/25 End of Year Accounts were circulated in advance of the meeting and shared at the meeting. The Clerk summarised the year end position both in terms of income and expenditure and the level of surplus at the year end.

Clerk confirmed that the Internal Audit has been completed and two changes in accounting practices has been put in place from 1<sup>st</sup> April 2025. One is to move to using Scribe to issue the invoices (rather than them being produced in word) to avoid duplication. The other is to add deposit refunds as a refund of the amount paid rather than adding it as a separate expenditure transaction – this change will enable a better record to be kept of the deposits collected and refunded and will also avoid the hall income being overstated in year.

A discussion took place about the reserves held and the bank accounts. It was noted that notice to close the Hampshire Trust bank account has been served and the funds will be transferred to the Lloyds contingency account when the account is closed. It was agreed to invest these funds for 12 months in a Nationwide Savings Account. If it isn't possible to open a second savings account with Nationwide Building Society, Clerk to look for an alternative Building Society savings account.

Clerk confirmed that the Nationwide Savings Account will mature in July. It was agreed to reinvest this with Nationwide for a further 12 months. It was agreed that if there was a need to withdraw the amount, perhaps due to the solar panel work proceeding, the interest would be forfeited.

### **b) 2025/26 Final Budget**

The final 2025/26 Budget was circulated in advance of the meeting and shared on screen. Clerk confirmed that the budget reflects the reserves at 31<sup>st</sup> March 2025.

The 2025/26 budget was noted and agreed.

### **c) Finance Update to 31<sup>st</sup> May 2025**

The Finance Report to 31<sup>st</sup> May 2025 was circulated in advance of the meeting and shared on screen. Clerk provided a summary.

The finance update was noted.

### **BC13/25 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:

- The condition relating to hirers being required to request the return of deposits held amended to confirm that the deposit will be returned without the need to request it.

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

### **BC14/25 Urgent matters for report**

There were no urgent matters for report.

### **BC15/25 Date of next meeting**

It was agreed that the next BACH Committee Meeting would take place on Tuesday 21<sup>st</sup> October 2025 at 7pm.

There being no further business to discuss, the meeting ended at 9pm.

Signed Chairman: *B Gage*

Date: 21<sup>st</sup> October 2025