West Monkton Parish Council

Brittons Ash Community Hall (BACH) Committee Meeting – 21st October 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)(from 7.15pm), Jess Cox (Admin and Events Assistant) and Amy Shepherd (Clerk)

BC16/25 To note apologies.

Apologies were noted from Cllrs Haskins and Munson.

BC17/25 To approve the minutes of the BACH Committee meeting on 17th June 2025

The minutes of the meeting on 17th June 2025 were agreed as a true record of the meeting. It was resolved to adopt the minutes of the BACH Committee meeting on 17th June subject to an amendment to remove a sentence from the minutes in item BC07/25.

BC18/25 To receive an update regarding bookings.

a. T. Heywood Monday afternoon bookings
Clerk provided an update on communication with the hirer about bookings and invoices. It was agreed to change the frequency of invoices to monthly. The expectation that the invoices are paid promptly and in advance of bookings.

b. Consider adding a notice requirements for making bookings to terms and conditions of hire
Maggie Little asked that a requirement for hirers to provide at least four working days' notice of any booking is included in the terms and conditions of hire. This amendment was agreed.

Maggie Little provided an update regarding bookings including:

- Regular hire bookings are going well and all hires are continuing.
- A private hire of the hall for a party on 11th October and the condition of the hall at the end of the booking were discussed. It was agreed not to refund the damage deposit to the hirer.
- A new regular hire enquiry has been received from a tutor who would like to use the Committee Room between 5 and 7pm two evenings a week.
- A new regular hire enquiry to use the Activity Hall for messy play activities once a week for 3.5 hours. The only slot that the Activity Hall is available is a Monday afternoon. Maggie asked if the Committee are happy to accept the booking. The Committee agreed to the booking for an initial two month trial period as long as the hirer accepts the terms and conditions of hire and cleans up after.
- Bookbinders have sent a further enquiry about booking the hall for weekends for workshops. It was agreed that the Bookbinders should only book the hall for two weekends a month to ensure that the hall remains available for the community to use.
- Maggie described an issue with some hirers leaving the hall once the booking has commenced. Maggie carries a spare key to the hall when unlocking should the hirer state that they intend to leave to enable them to lock the hall.

BC19/25 Primary School Solar Panels update
Cllr Cavill reported that there wasn't any progress report but that he continues to liaise with the school regarding the solar panels.

BC20/25 Automatic Door repair update

Cllr Gage reported that he hasn't been able to find a contractor who is able to fix the automatic door so that the push button in the lobby works. Clerk suggested that the school may know a contractor as they have the same door at school reception. Cllr Gage to liaise with the school.

BC21/25 Water boiler replacement
Cllr Gage reported that the water boiler in the kitchen has been replaced due to the old one breaking and repair not being possible because the parts were no longer made.
Quotes to replace the water boiler were considered by the Parish Council in September and the water boiler was replaced a couple of weeks ago.

BC22/25 Activity Hall Storage Cupboard; review improvements / arrangements
Storage of equipment in the storage cupboard was discussed. It was noted that due to the room that the new tables use up, there isn't sufficient room for the chairs / table tennis tables / other equipment in the storage cupboard. It was agreed to try storing two stacks of chairs in the Committee Room and three stacks of chairs in the Activity Hall to make room in the storage cupboard. It was agreed to try trial these arrangements and review again at the next meeting.

BC23/25 Contaminated water update
Cllr Gage reported that the primary school hot water tank is made from iron and has corroded and needs replacing. The work to replace the hot water tank will take 6-8 weeks and is therefore expected to be completed towards the end of October. In the meantime, there is no hot water available at the BACH.

BC24/25 Lobby Chairs
Clerk reported that two lobby chairs are needed to replace one that went missing and one that broke. Clerk shared some replacement options on the screen. It was agreed to authorise the Clerk to spend up to £250.00 on two new lobby chairs of similar style to the ones that are currently in the lobby but that are as sturdy as possible.

BC25/25 Finance
a) Finance update to 30th September 2025

The Finance Report to 30th September 2025 was circulated in advance of the meeting and shared on screen. Clerk provided a summary. It was noted that the cleaning supplies line was almost completely spent and additional money would need to be budgeted for 2026/27.
It was noted that overall the income levels were good and expenditure was good against the budgeted amounts.
Cllr Cavill highlighted the Somerset Community Foundation Warm Hub Grant funding and suggested that an application could be made. This grant could perhaps cover the cost of replacement lobby chairs. Clerk to make enquiries and submit an application.

BC26/25 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 to include a requirement to make bookings at least four days in advance of a booking as discussed in item BC18/25 above.

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

BC27/25 Urgent matters for report

Geoff Hope reported that a key is not in the lock of activity hall window.

Cllr Gage reported that he attended a Thrive conference / training session last week. An Avon and Somerset Police Counter Terrorism Officer was in attendance and provided a talk on Martyn's Law and the requirements on halls to have policies in place to provide a plan of what action will take place in the event of a terrorist attack. Clerk to make enquiries about developing a policy. It was noted that the BACH policy should reflect the measures in the school policy.

Tricia Cavill reported that there is a new Village Agent, Rachael Knight. Rachael lives locally and is very keen to get involved in local activities and connect the local community with activities that are taking place in the Parish. Trcia also highlighted the Christmas Tree Festival that is taking place at the Church on 14th and 15th December and encouraged people to enter Christmas Trees.

Cllr Gage reported that two further bingo events have been planned at the BACH, one on the 4th November and one on the 16th December.

BC28/25 Date of next meeting

It was agreed that the next BACH Committee Meeting would take place on Tuesday 3rd February 2026 at 7pm.

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

Signed Chairman Date: 3rd February 2026