



West Monkton Parish Council

Brittons Ash Community Hall (BACH) Committee Meeting – 3rd February 2026

Present: Cllr B Gage (Parish Councillor and Chairman of BACH), Cllr H Ellis (Parish Councillor), Cllr N Munson (Parish Councillor), P Cavill (Volunteer), G Hope (Volunteer), Jess Cox (Admin and Events Assistant) and Amy Shepherd (Clerk)

BC29/25 To note apologies.

Apologies were noted from M. Little, G. Little and Cllrs Haskins and Cavill.

BC30/25 To approve the minutes of the BACH Committee meeting on 21st October 2025

The minutes of the meeting on 21st October 2025 were agreed as a true record of the meeting. It was resolved to adopt the minutes of the BACH Committee meeting on 21st October 2025.

Clerk reported that she is liaising with Thrive Somerset about applying for Hallmark status for the BACH. The scheme is still not available for halls run by Parish Councils, but the scheme is currently being reviewed. The outcome of the review should be confirmed in April 2026.

Clerk also reported that further guidance awaited in respect of developing a policy to comply with Martyn's Law.

BC31/25 To receive an update regarding bookings.

Clerk relayed an update provided by Maggie Little in advance of the meeting:

One regular hirer ended their bookings before Christmas so there is now some availability on a Wednesday evening. A new tutor is booking a regular slot on a Thursday evening. The messy play enquiry discussed at the last meeting didn't result in a booking.

Withholding damage deposit refund – request to review decision made at last meeting.

The email correspondence received from the hirer about withholding their damage deposit following the decision at the last meeting was shared on screen. A discussion took place. It was agreed to refund £5.00 of the damage deposit because it was noted that hot water wasn't available for the booking and that this was not communicated with the hirer before their booking.

School bookings and zero invoices.

Clerk relayed an update provided by Maggie Little in advance of the meeting:

The school bookings are getting quite frequent, and a log has been started to keep a record of them. There was an issue during the week beginning 12th January when the Committee room was booked everyday Monday to Thursday by the school. On the Wednesday there was a large group of young people, and they were using the entrance hall as well as the Committee room even though the Activity Hall was in use. Maggie spoke to the person leading the session and told her that they could only use the Committee room,

so she then asked for more chairs which were provided. The school was also using the kitchen and had not said they wanted to book it. Maggie has sent an email to the school reminding them that they can only use the room they have booked and to please make sure that the person they were booking for knew the room booked and if they needed to use the kitchen to let me know when booking it.

The log being kept of school bookings was reviewed. It was agreed to continue to monitor use of the Hall by the school. It was noted that the school sometimes requests to book space in the BACH with minimal notice and that bookings are made quite far in advance, some in July 2026, which may prevent the hall being available for use by the Community.

It was agreed to require the school to provide two working days' notice of bookings and that only bookings up to three months ahead can be booked, beyond that bookings would be pencilled in with the understanding that they may be cancelled if bookings are made by hirers.

Chairs / storage.

Clerk outlined some issues with storage of chairs and tables. There have been issues with tables and chairs not being put back where they belong after use.

It was noted that pictures of how items should be stored in the Committee Room and Activity Hall / Storage Cupboard have been displayed and all regular hirers have been emailed reminding them to return items after bookings. It was agreed to move the Committee Room notice so that it is displayed on the door.

Storage to be reviewed again at the next meeting.

BC32/25 Somerset Community Foundation Warm Hub grant.

Clerk reported that following Cllr Cavill's suggestion at the last meeting, an application for Warm Hub Grant funding was made to the Somerset Community Foundation and £2500 was awarded.

The grant funding has been used to purchase additional kitchen equipment, furniture and equipment for the lobby, promotion of the warm hub and community garden seeds. The remainder will be used for care packages to be provided to families in need in the Parish.

BC33/25 External Lighting / Visibility

Clerk reported that some further concerns about poor lighting between the car park and BACH have been raised.

Cllr Gage confirmed that white paint has been purchased to paint a line along the pavement edge when the weather conditions improve and it is dry.

A discussion about additional lighting took place. It was agreed that Cllr Gage would obtain a quotation for work to install an additional light on the corner of the BACH building and one over the vehicle gate.

Cllr Hope raised the blinds in the Activity Hall which have been damaged. Cllr Hope suggested that the blinds are replaced with privacy window film. The Committee supported this. Clerk to measure door and order sufficient film. Cllr Hope agreed to install the film.

BC34/25 Primary School Solar Panels update

Cllr Gage reported that the proposed work to move forward with the installation of the solar panels on the school roof stalled because of the Diocese having concerns regarding the ongoing ownership of the panels. A solution is for the primary school to apply for grant funding to install the panels. The school would then be responsible for the installation of the panels and their ongoing maintenance. The school have confirmed that they will not charge for use of utilities upon the installation of the panels. The BACH Committee confirmed their support for the proposal. Cllr Gage confirmed that the Parish Council will

consider an application for grant funding and agree the amended terms of the memorandum of understanding with the school at its next meeting.

BC35/25 Automatic Door repair update

Cllr Gage reported that a quote had been received from a local business who reviewed the work required to repair the door in November 2025.

The quote was shared on the screen.

It was agreed to obtain alternative quotations for the required work.

BC36/25 Finance

a) Finance update to 31st January 2026

The Finance Report to 31st January 2026 was circulated in advance of the meeting and shared on screen. Clerk provided a summary. It was noted that the cleaning supplies line was overspent 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 amount budgeted.

b) Grant applications to support young people.

Clerk outlined two grant applications to support young people that had been received and considered by the Parish Council.

The total amount being applied for in the applications was £1030 but only £508.00 remained of £1444.69 allocated for 2025/26.

One application was for a primary school student to attend a year 6 residential trip. The cost of the trip was £260.00. The Parish Council agreed to provide an 80% grant - £206.00.

The other application was for a secondary school student to attend a Year 10 History Trip. The cost of the trip was £770.00. The Parish Council agreed to provide an 80% grant - £616.00 - £300.00 being paid now and £316 in April.

Supporting these two applications in this way means that the remaining amount allocated for this financial year has been spent and £316.00 of next year's allocation is committed.

The BACH Committee confirmed their support.

Clerk confirmed that the Parish Council had agreed amendments to the policy for grant funding to add that grants for school trips could be made for up to 80% of the total cost and that grants for school trips would be paid directly to the educational establishment.

c) Bank accounts.

Clerk reported that the Hampshire Trust bank account has now been closed and that the £15529.47 held has been transferred into Lloyds account.

It was agreed to invest £15000 in a Nationwide business saver account for 6 months attracting 3.70% interest.

d) To discuss draft 2026/27 budget including hire charges

A draft 2026/27 budget was circulated in advance of the meeting and shared on screen. A discussion followed and amendments identified. Clerk to circulate an amended draft budget. Clerk confirmed that the level of reserves will be confirmed after 31st March and that final budget will be shared in advance of the next meeting.

It was agreed to review the hire charges at the next meeting.

BC37/25 To discuss whether any amendments are required to the Key Holder Agreement or Terms and Conditions of Hire

It was agreed that no amendments were needed to the Terms and Conditions of Hire or Key Holder Agreement.

BC38/25 Urgent matters for report

Clerk reported that PAT testing would take place later this month.

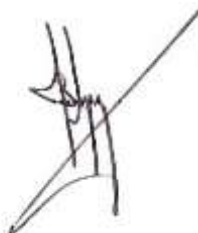
Clr Gage reported that the annual service of the fire extinguishers will take place in the next couple of weeks.

Clr Ellis asked if the Committee Room is available on Mondays between 5.30pm and 6.30pm should Ruishton Village Hall ever be inaccessible due to flooding. It was noted that the Committee Room is normally available at this time and could be available if required.

BC39/25 Date of next meeting

It was agreed that the next BACH Committee Meeting would take place on Friday 5th June 2026 at 10am.

There being no further business to discuss, the meeting ended at 8.15pm.



Signed Chairman

Date: 5th June 2026