

Bruisyard Village Hall Committee

Minutes of the meeting held at 7.30pm on 19 July 2021 in Bruisyard Village Hall

Present: Thelma Barham (TB), Miranda Campbell (MC), Kevin Chattell (KC), Paul Church (PC), David Goode (DG), Albert Lain (AL), Margaret Sinclair (MS), Anne Smith (AS), David Smith (DS)

Apologises: None

1. Minutes of the last meeting

The minutes of the meeting held on 24 May were agreed.

2. Matters arising

PC was still waiting to receive the debit card from Barclays. PC would follow up with Barclays and contact KC if not resolved in the next few days.

ACTION: PC,KC

MC was preparing a draft maintenance checklist and would contact AS and DS for input as needed. The checklist to be distributed to members for amendment before the next meeting.

ACTION: MC,AS,DS

An Event promotion/Publicity role as recommended by KC at the last meeting was ongoing. All were asked to consider if they would be interested in taking on this role.

ACTION: All

AS reported that the contract for completing the lighting upgrade had been placed with Doyle Electrical. The work would be done on 10 August. The cost would be £3543.10 ex Vat plus £192 for 4 spare lights.

KC reported that a convenient date for installing a smartmeter by the electricity supplier (SSE) had yet to be confirmed. KC would contact SSE.

ACTION: KC

3. Finance report

KC reported the current financial position which had benefitted considerably from the Covid-19 grants. The balance was currently £32625. Expenditure since the last meeting had been on maintenance work in preparation for the Hall re-opening.

4. Village Hall re-opening

The Covid-19 restrictions which had been in operation and those that should be retained following the government lifting of restrictions on 19 July were discussed. The following were agreed;

- The sanitisers in the entrance hall and main hall would remain in place.
- The QR code signs would remain.
- The mandatory use of facemasks would be replaced with users being encouraged to use facemasks particularly when large numbers are present in the Hall. This would be a voluntary requirement but hirers/users being asked to be considerate to others present.

- The one-way system for entry and exit would end.
- Covid cleansing after each event and associated charge to the hirer would end and replaced with the normal cleaning schedule.

DS reported on the ongoing maintenance work. East Green Energy had serviced the Air-source heatpump. All settings on the heatpump had been incorrect apart from the day/time. A 'Do Not Touch' notice had now been put on the heatpump. DS had also taken a video on how to set the water temperature and programme for future reference. The Air-source heatpump needs to be serviced annually. The Vent-axia heat recovery system was not working and appears not to have been serviced for many years, if ever. The installers, ADM Systems, are booked to repair and service the heat recovery system on 22 July. Three sets of replacement filters had also been purchased. The hope is that a good service may get the system working again but there is a possibility that the inlet fan and/or control unit will need to be replaced which could be expensive. The required service schedule for the system will be discussed with the ADM Systems.

PC noted that an Incidents/Accidents Book had been stored in the kitchen – but appears not to have been used. Maintaining an Accidents Book is a requirement for buildings used by the public. Hirers should be made aware of the need for entries to be made if an accident occurs giving the nature of the incident/accident, the time, the person/persons involved and the action taken. AS noted that this should be included in the checklist for hirers.

ACTION: AS

5. Terrace

AS and DS reported on the meetings with the 3 contractors (A, B and C) who had been approached to quote for the terrace. Members had received the two quotations received from A and B together with the terrace layout plan prepared by AS and given to each contractor to quote against. No quotation had yet been received from contractor C. All agreed to accept the quotation from B. AS would contact contractor B and arrange for payment of the deposit and confirm the date when the work would start. A VAT exemption certificate would be provided to the contractor so all payments would be ex VAT.

ACTION: AS

All agreed that a meeting for the Committee with Contractor B be arranged to agree the stone finish and colour of the block edging.

ACTION: AS

6. Fire Exit

KC reported on the options proposed by Abbey Fire and Security which had been circulated to members. All agreed that the pushpad proposal using the existing doors was the most appropriate. DG noted that the pushpad could be purchased from Screwfix and agreed to investigate whether a DIY solution could be done and liaise with KC. If a DIY solution involved significant work, then KC to contact Abbey Fire and Security to undertake the work.

ACTION: KC,DG

7. Cesspool/Septic tank

MC reported on her contact with Tony Shaw/Binders and had provided the information requested by Binders on water usage. Proposals from Binders on an appropriate septic tank solution were due and MC would chase Binders for their proposals.

ACTION: MC

8. Proposals for future events

PC had yet to hear when the cribbage evenings (Tuesdays) would restart. DS reported that pilates sessions on 3 morning a week (Monday, Tuesday and Wednesday) were now booked. KC had been in contact with the pre-Covid regular hirers (Boxercise, Dog training, Drums Aloud) but had yet to hear if and when they wished to restart.

PC reported on the RAOB charity event booked for 16 September and asked the committee if the hire charge could be waived. All agreed and noted the good work done by the Charity. There would be a free bar for the attendees (~40 people) paid for by RAOB. KC raised the issue regarding Covid precautions for the event which would be the responsibility of PC as the hirer. PC would ensure the hall is well ventilated and the outdoor space would be utilised if weather permitted.

AL proposed to organise a 'Garden talk' in the autumn given by Matt Tantum-Brown. All agreed that this would be an excellent idea and AL agreed to contact the speaker to arrange a possible date.

ACTION: AL

DS noted that proposals from the Harvest Supper and possible restarting of 'Soup and Pud' lunches would be on the agenda for the next BSAC meeting in September.

9. AOB

KC proposed that the hire charges and deposits should be reviewed. Concern had been raised that the current non-refundable deposit for certain events was confusing. All agreed that this should be on the agenda for the next meeting and KC offered to investigate the current hire charges for other village halls in the area to ensure we were appropriately aligned.

ACTION: KC

MC mentioned that she had spoken to the Parish Council regarding improvements to the Parish Park who had given their support. MC would brief the members on progress at future meetings.

KC noted that the music licence (PRS and PPL) had been stopped during the lockdown. All agreed that with the re-opening of the Hall, the licences should now be renewed.

ACTION: KC

10. Date of next meeting

The next meeting was confirmed for Monday 20 September 2021 at 7.45pm in the Village Hall after the BSAC meeting.

David Smith
20 July 2021