

# **Burgh by Sands**

## **Parish Hall Management Committee**

### **Minutes of the Meeting held at 4pm 9<sup>th</sup> September 2021**

**Present:** Alan George (Chairman), Margaret Hodgson, Angela George, Pam Bishop, Brian Bishop, Pam Bainbridge, Terry Cooke, Bev Castle,

#### **1. Apologies for absence:**

Tudor Boddam-Whetham, Sonia Southern

#### **2. Minutes of last Meeting**

The Minutes of the last meetings held on 20<sup>th</sup> March 2021 were approved. It was noted that the full reopening of the Hall had been moved from 26<sup>th</sup> June to 24<sup>th</sup> July because of further Covid restrictions.

#### **3. Financial Update:**

An update on the financial position for the year to the end of August 2021 was given. The Accounts have not yet been prepared but the bank balance at the end of August 2021 is £18794. Principally the reason for the healthy position is the COVID-19 Grants received from the Government - a total of £28,803.21 has been received over the 18 month period.

As well as ongoing running costs of the Hall which have continued even though the Hall was shut, major expenditure items have been:

- Lighting works of £9700. A contribution from the City Council towards our lighting replacement work was awarded for £650 and the Parish Council also awarded £650. The work is now complete.
- A new PA system has been purchased (£667)

Other costs are:

- The deep clean of the Hall has been undertaken (£228) as well as PPE / Waste Bins (£689)
- It was agreed the A boards would be purchased.
- The outdoor equipment has been purchased.
- The boiler service has been arranged.
- The fire extinguisher service is now due (this week)
- New Air vents for the roof (£300)
- In addition the painting of the hall has been arranged and this will be undertaken in September and new A Boards will be purchased.

Margaret reported that there were some outstanding invoices totalling £427 that would be paid shortly. The accounts will be prepared and passed to the Auditor as soon as possible.

**Action – Alan and Angela**

The Hall has now been fully opened since 24<sup>th</sup> July and many of the groups have now restarted and so income will be received from them in due course. The Committee discussed the various rental amounts that were currently being charged to each user.

#### **4. COVID-19 Update**

The Hall fully opened on 24<sup>th</sup> July and everything has been running smoothly with users following the Covid guidance. There have been no concerns or complaints raised about the Covid measures in place. The risk assessment is up to date and does not need to be updated at this time but will be kept under review.

Cleaning Schedule – Pam and Margaret to discuss further to ensure we remain Covid compliant.

**Action – Pam and Margaret**

## 5. Events

Tabletop Sale – 9<sup>th</sup> October. Bev asked for volunteers to assist with this. **Action - Bev**

Other user groups are returning to the Hall, and it was agreed that a marketing exercise needed to be undertaken to advise people what was available in the Hall. A notice will be placed in the Parish magazine and also some flyers to distribute to households and target the new houses in the village in particular. **Action - Terry**

The Saturday morning café has been very well attended since opening.

Margaret will contact David and Anne to see if the Film Night might be able to recommence at any time. **Action - Margaret**

## 6. Liaison with Village Green

Contact will be made with the Village Green to discuss joint working. **NB: Potential date arranged for 2<sup>nd</sup> October (TBC)**

Potential joint event could be a Scarecrow trail. **Action - Bev to liaise with Gareth / Sarah**

## 7. Building and Maintenance Issues

- The flush is now fixed in the Gents toilet.
- The cowl on the roof has been fixed.
- The boiler has been serviced.
- The lights have now been replaced
- The PA system has been purchased and Terry demonstrated the new PA system
- The painting will be undertaken from 13<sup>th</sup> to 16<sup>th</sup> September

Terry updated on the position with the blinds. **Action -Terry to investigate further**

It was considered that handrails would be useful at the back – **Action – Terry to investigate**

## 8. Any Other Business:

None

## 9. Date of next meeting: Potentially 2<sup>nd</sup> October (with Village Green) - TBC

**The meeting closed at 5pm**