

Burgh by Sands Parish Public Hall
Management Committee Meeting Minutes
Tuesday 3rd March 2026, at 7.30pm at Burgh Parish Hall

Present: Nick Waterfield (Chair), Liz Parkinson, Margaret Hodgson (Treasurer), Steff Hazlehurst, Robin Pearson, Geoff Swift, Jane Orgee, Ben Ettridge, Viv Stonebridge (Secretary).

- 1. Apologies for Absence:** Sarah Robson.
- 2. Welcome to New Committee Members:**
Nick and others, welcomed Jane and Ben, to the Committee and look forward to their contributions in support of the Parish Hall.
- 3. Minutes from the Previous Meeting:**
Minutes from the Meeting 27th January 2026, were considered, agreed and duly signed by Nick Waterfield.
- 4. Financial Update:** No new information, at this time.
- 5. Recent Hall Events:**
 - 5.1. 'A Roman Palace in Carlisle'? Dr Andrew Wallis. A well- attended event which was much appreciated. Over £250.00 was achieved. Dr Wallis would be happy to return next year. It was agreed that the tv should be raised on staging next time, to aid visibility from the back rows of seating in the hall.
 - 5.2. Film Night. The film, 'The Roses' was very well attended – 25 people. There was a request for volunteers to set up March Film Night and Jane kindly agreed to help the 4.00pm set-up.
- 6. Future Events: Calendar and Planning:**
 - 6.1. Beaumont Hall. Nick stated that Beaumont are still using Burgh Hall for Bingo and Bowls. The new hall is expected to be ready in May 2026.
 - 6.2. Film Nights. The 26th March will not be as expected as the film's release date has been pushed back. Steff will arrange an alternative film.
 - 6.3. Sound Baths. Nick is to confirm a future date for May, shortly.
 - 6.4. Arts out West. 'Harp and a Monkey', 25th June. Arrangements for the event to be arranged.

- 6.5. 'Carlisle Canal and Local Railway', talk by Geoff Swift, 17th April. Geoff to create new posters. It was agreed coffee/tea and biscuits to be served.
- 6.6. 'Another Drop of Flanders and Swan', on 7th March. A licence has been obtained. Steff suggested a generic poster with small adjustments to signal a 'Talk', 'Music Night', 'Crafts' etc.
- 6.7. Village Halls Week w/c 16.3.26. Nick is to talk at Braithwaite Hall on 14th March at an ACRE meeting re. Sound Baths, here. Steph proposed that we think and plan for VHW from September onwards to encourage more Health, Wellbeing – Mindful events being provided in BBS in 2027.
- 6.8. Gardening Club 19th March. Liz and Nick volunteered to put out the chairs for the event. It was noted that the chair stacks are often too high for easy management and that needs to be addressed. Thirty chairs needed.
- 6.9. Music and Quiz Night 9th May. Robin has compiled a Quiz. Robin suggests teams of 2-4 people. There can be a music interlude with Giocoso and the Oompah Band performing. Then further questions after the interlude. Geoff will create a poster for the event. £6.00 entry. Robin suggested that there should be some prizes including a wooden spoon. Refreshments to be, Bar and snacks.
- 6.10. 'Cycling Through China', 16th May. Richard Peart has been contacted by Nick and is willing to give a talk on this topic.
- 6.11. There has been a FB enquiry from Caroline Davies about Craft events for this year. It was suggested that craft workshops might be popular in Stained Glass work and Silver Jewellery. The provider would have a set fee for participants, and the Parish Hall would benefit from Hall hire fees. Liz is to look into this.

Nick was able to report that Bev (Castle) was running the Craft Fair again this October.

There then followed, a number of suggestions made by Committee Members to increase Hall use.

- Geoff suggested a Pie and Pea and Quiz night in September.
 - Margaret and Jane suggested Arts and Crafts/Artist Open Studio and Apple Festival event.
- 6.12. There was discussion regarding whether or not there is a need for an alcohol licence for Film Night events. It was decided that this would not be pursued as we would need to have two fridges and it would lead to other requirements.

7. Hall Website Updates and Developments.

- Geoff reported that all is well with the Hall Website.
- Geoff has undertaken to respond to local research requests from Parish Records (five to date). Geoff is not charging a specific fee for this service but stating that a donation to the Hall would be appreciated.
- The AV cupboard has yet to be sorted out.
- Nick suggested that all events should now be advertised on the, 'Next Door', App and this was agreed.

8. Hall Hire - Update

- Steff commented that there was no need for Film Night to be on the agenda, as a matter of course.
- Robin reported that the Hall is being well used – frequently and regularly, including occasional School events and a new Tuesday afternoon group.

9. Hall Maintenance and Development.

9.1 Heating. It was reported that the issues from the last meeting have been resolved after Stewart's (G&S Services) work and Robin has raised the base temperature to 12 degrees.

9.2 Decoration. Nick is to contact Karl Jardine (Decorator) regarding internal Hall painting. Work to be deferred until after Youth Club year end.

9.3 Toilet Fans. Issues resolved.

9.4 Review of Maintenance Schedule. To be discussed.

9.5 Hall Cleaning. Previous issues now resolved and cleaning, organised.

9.6 Further Hall Maintenance/Improvement Works Undertaken since last Meeting.

- Geoff has repaired two damaged/vandalised downpipes at the back of the Hall, at a cost of £4.32.
- **Hall Chairs.** Geoff has made a couple of stacks of broken chairs in the Green Room and marked them not for use. He reported the Hall should still have enough decent chairs for our events and advised that the issue is, as yet, not critical.
- New **First Aid** and **Accident Book** stickers have been made and put on relevant kitchen drawer.
- **Ladies Toilet door plate:** Geoff has bought and put up a new plate at a cost of just under £9. The removed plate was subsequently found in the kitchen and is now in the AV cupboard as a spare.

10. Hall Compliance.

Health and Safety Policy – Fire Alarm checks.

- Viv distributed a **Fire Alarm Rota** to all, beginning with Robin and Viv on W/B 23/3/26.

Monthly Safety Checks update:

- Jane has been through the checks with Geoff. It was found that a Disabled Exit alarm was not sounding, correctly. Matt (Matt Howes, Electrician) will be asked to check on his next visit to the Hall.
- Ben and Geoff will liaise to enable Ben to have the training, to take part in the Fire Alarm Rota.
- **Fire Doors:** Issues re. auto-closing and smoke and fire strips outstanding. Geoff to contact local company to see if they can quote for repair work.
- PAT has not yet been carried out. Matt Howes (Electrician) is due to do this in May. Nick will liaise to set the date.

11. Dates For Future Management Committee Meetings (2026).

- **Tuesday 28th April at 7.30pm in the Hall**
- **Tuesday 30th June at 7.30pm in the Hall**
- **Tuesday 29th September at 7.30 in the Hall**
- **Wednesday 19th November AGM and Ordinary Committee Meeting at 7.30 in the Hall.**

12. AOB.

- Viv reminded the Committee of the ACRE email of 28.2.26 re. 'Connecting Communities to Health and Wellbeing', meeting from 10.00am - 2.00pm at Braithwaite Village Hall or on Teams. To be booked by 11.3.26.
- Geoff enquired if the Pandora bracelet found last November and posted on the Hall's FB page had been claimed in other ways. As no-one has claimed it, it was agreed that it should be handed in to the Police.
- It was decided that the recent Committee vacancies have now been filled, the advertisements (posters and website) will be taken down.

Meeting ended at 9.00pm.