

Dated: Monday, 27th January 2020

The meeting commenced at 19:00 hrs

1. Present

Alan Drew (AD), Betty Geary (BG), Barry Richardson (BR), Marie Geary (MG) and Ian Divers (ID).

2. Apologies Received

None.

3. Previous Minutes

The Minutes of the meeting on 14th October 2019 had been previously circulated. The minutes were agreed as accurate and were therefore adopted. Proposer: Marie Geary (MG), Seconder: Gordon Churchill (GC).

4. Chairman's Report

Alan Drew (AD) presented the Chairman's Report.

1. **Policies and Procedures (P & P's):** Alan (AD) the Chair apologised that he has not been able to produce the Risk Management Policy and Procedure 02 at present. He asked if anyone could help and Ian (ID) volunteered to try and produce a basic Policy. **Action: Alan (AD).**
2. **Poor wheelchair access to the hall:** Alan (AD) is still trying to contact the architect Richard Meynal (RM) to ensure that any proposed plan will be totally compliant. **Action: Alan (AD).**
3. **Key register:** The Chair informed the meeting that the keys register is in abeyance until a more secure front door access solution can be installed. Barry is now trying to find a carpenter to obtain and install a wooden front door. **Action: Barry (BR).**
4. **Working Party:** Alan (AD) informed the committee that his original thought that any fees and monies necessary to set up the Arts Festival would be shared by St. James church and the BVHT. However, the Rector (Jonathon Swindells) has stated that the new St. James centre is not generating the cash necessary to pay the costs of the new centre. He is now asking the congregation to help financially with support. Alan (AD) has concluded that the BVHT will end up with all the set-up and running costs of any Festival.
 - a. We have contacted Jules Simmons (JS) and she seems keen to be involved in the project, but on a contract basis.
 - b. Barry (BR) again asked if there is any indication that the "Village" would actually support any type of Arts festival. Alan (AD) mentioned the questionnaire that will hopefully go out to all the homes in the village. Barry (BR) stated that there would have to be valid market research to suggest that the Festival could be a going concern and that local enterprises deemed a 2% response to questionnaires as good. This would still be an abysmal return and certainly not a mandate.
 - c. Alan (AD) also mentioned that there has to be a proper business plan generated and that the Working Party needs to be organised as soon as possible. He also suggested a suitable theme for the Festival to be 'The Environment'. **Action: Alan (AD).**

- d. There was some more discussion that revolved around sentiments already expressed over several meetings. It was agreed that nothing could progress until there was a coherent plan and statement of what was expected from the Festival.
Action: Alan (AD).

5. Treasurer's Report

The Treasurer, Barry Richardson (BR) presented the accounts position as of January 2020.

Bank Accounts. Balances at 30th September 2019:

• CAF Cash Account:	£7,216.45
• CAF Gold Account:	£5,103.50
• CCLA/COIF: 958.15 (Income Units)	£16,220.23
• CCLA/COIF: 54.61 (Accumulation Units)	£10,276.82

NB: The Income Units have generated interest of £119.48 in 3 months to November 2019.

- Electricity:** Utility-Aid: After a considerable number of e-mails and phone calls, I am in the process of arranging a 12-month Contract with SSE, our current supplier. I decided not to use their preferred supplier, Haven Power, due to the complexity of their Ts&Cs document. Despite a considerable amount of prompting, I have still not received any details of their review of previous invoices to check that we have not over-paid.
- Fire Detection System:** Following a visit from the Chubb engineer, and some further investigation by myself, I realised that the existing Fire Detection System had never been maintained and had never had a Maintenance Contract/Service Agreement! I contacted Channel Safety Systems, the supplier of the Scimitar System, but they had sold their Service Operation 5 years ago to Lightning Fire Safety Systems Limited. I contacted Lightning Fire and arranged an initial meeting so that they could review the hall and the system and provide us with a quote. This initial meeting was in December 2019, a quote was provided which was less than the amount that we would have paid to Chubb. The initial service visit was carried out on the 8th January; everything is working correctly, and I am currently awaiting their initial report. Their next service visit will include checking the Emergency Lighting. I have cancelled the two Chubb contracts with effect from their renewal dates, February and August 2020.
- Fire Doors:** The fire door in the Sandle Room was not closing correctly, and there was an issue with one of the fire doors in the Main Hall. I contacted The Window Dr who has been able to repair both doors at a cost of £42.00. I also asked him to quote for providing replacement front doors, but he didn't think that the doors that he could install would be suitable and recommended wooden doors.
- CAF Bank:** We are applying for a Mastercard Business Card for the Chairman. The Treasurer has been issued with a Card. **Action: Barry (BR).**
- Broadband:** Barry (BR) has produced a handout detailing the connection details which Betty has given/will give to all hirers of the Hall; and the Parish Council have also been informed of the connection details.
- Laptop** Barry (BR) is keeping the laptop at home until we have control of the allocation of keys, and it can then be stored in the Hall.
- Projector & Screen:** It appears that there aren't any instructions for turning on and using the projector and screen. (This was highlighted following a request by a hirer to check that it was working correctly with their laptop.) I will arrange for instructions to be written and checked, and these can then be provided to future hirers.

8. **Chairs:** Following a discussion with Betty, we think that it would be sensible to purchase a further 50 (fifty) chairs, similar to the chairs with gold frames currently in the Main Hall. We now need to decide what to do with the old 98 stacking chairs with black frames (I have tried to find out the cost of refurbishing & recovering these chairs but so far without success).
9. **Television Licence:** We had been contacted by Television Licensing regarding a licence for the Village Hall. The Social Club did have a Television Licence, but this was cancelled in January 2019. I wrote to Television Licensing, and I then phoned them to explain the situation; they have now updated their system with the information that we no longer require a licence.
10. **Tower Youth Group:** Barry (BR) is still waiting to hear back from the Tower Youth Group regarding the purchase of a table tennis table for their use.
11. **Waste Bin:** Following a discussion with Betty, it was decided that we could reduce the size of the waste bin provided by CDC. This was done in December and it has reduced our monthly charges by over £20.00. There was also an issue with a villager who lives opposite the hall and was putting his own rubbish in the waste bin. I spoke to him about it and he has now stopped doing this.
12. **Scouts Lease Agreement:** We need to decide whether we will be increasing the charges that we make for the lease of the Scout Hut.
13. **Insurance:** The insurance policy was renewed with Ansvar Insurance and there has been an increase of approx. 3%. I have also charged Carpet Bowls for their proportion of the renewal, which wasn't done for the 2019 renewal. I calculated the two amounts; informed Carpet Bowls and they have paid the full amount.

6. Secretary's Report

None at present.

7. Birdham Parish Council

The Birdham Parish Council update was presented by Barry (BR).

1. **Parish Clerk:** David Siggs retired with effect from the 31st December 2019. Three applicants were interviewed in November; Imogen Whitaker, was offered the position, she started on the 11th December 2019, and has been working on the handover with David Siggs. Imogen Whitaker is currently Parish Clerk for Boxgrove.
2. **New Homes Bonus:** All three applications have been approved. We are now planning for the installation of the new playground equipment for younger children, replacement goalposts, and gates/fencing for Triangle copse. There is currently a query regarding the replacement goalposts as it has been suggested that we have combined football and rugby goalposts, and new quotes will need to be obtained. We are also investigating applications for other funds, eg an all-weather path around the field, outdoor gym equipment, Multi Use Games Areas (MUGAs), and other councils have been contacted about gym equipment and MUGAs. However, following discussions at the council meeting it was agreed that the issue of the flooding of the village field should be resolved before any further work is done regarding goalposts, MUGAs, all-weather paths, etc.
3. **Compulsory Purchase Order – Crooked Lane:** this is due to be discussed at the CDC Cabinet Meetings but has been removed from the meeting agendas for the last four meetings at the request of the solicitors representing Hyde.

4. **Culverts and Ditches:** A meeting has been held with Ray Drabble, CDC, to discuss the requirement for a regular annual check on all culverts & ditches, and the costs associated with carrying out this work. An amount has been included in the 2020-2021 Budget and will be carried forward to future years if it isn't used. The north end of Crooked Lane (from the school to Westlands Avenue) was badly flooded in December & January; also, Sidlesham Lane was flooded during the Christmas period. This was discussed at the January 2020 Parish Council Meeting and will be referred to WSCC for further investigation. The work on the ditches by Burlow Close (Dingles Ditch) has now been completed.
 5. **Manhood Wildlife & Heritage Group:** The Group wants to recruit volunteers to continue the work that they have started on the three ponds to the north of the village, Kingfisher, Triangle and Village. There will be an official opening of the Triangle Copse and the three ponds during April.
 6. **Mobile Household Waste Recycling Services (MHWRS):** The mobile household waste recycling centres at Selsey & West Wittering could be removed as part of WSCC cost savings. A consultation, organised by WSCC, was held between 14th November & 13th December; the result was that 74% of respondents would be willing to pay an extra £5 - £7 to retain the service, and the results, and possible options, were discussed at a follow up meeting in Selsey Town Hall on the 14th January. The 7 councils involved now have to discuss the result at their next council meeting and decide whether they will accept the result and include the additional monies in the budget for 2021-2022. This was discussed in detail at the January Meeting of the Birdham Parish Council. It was proposed, based upon the number of respondents from Birdham, that the council would support this service, and this was agreed. The additional amount will be included in the 2021-2022 Budget.
 7. **Chichester Marina:** The marina will be closing for three months in the New Year to carry out essential work on the lock gates.
 8. **Birdham Pool:** The Chichester Harbour Trust are considering purchasing Birdham Pool from Birdham Marina.
 9. **PCSO's:** we have been informed that a named PCSO will be allocated to Birdham, and we think that they will provide regular reports, and may attend council meetings.
 10. **Traffic:** An investigation is being carried out regarding creating a 20mph Zone which would include Church Lane and Crooked Lane. Also, we have been informed that villagers are being trained in how to use hand-held Speed Cameras. The data gathered by the 'Speed Cameras' would be included in the proposal for the 20mph Zone.
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8. **AOB**
 1. None raised.

9. **Date of Next Meeting**

The next **Trustee Meeting** will be held at **19:00** on **Monday, 27th April 2020**.

There being no further business, the meeting closed at 20:35 hrs.