

**Dated: Monday, 7<sup>th</sup> September 2020**

**The meeting commenced at 19:25 hrs**

## 1. Present

Alan Drew (AD), Betty Geary (BG), Barry Richardson (BR), Marie Geary (MG), Gordon Churchill (GC), Claire Mills (CM) and Ian Divers (ID).

## 2. Apologies Received

None.

## 3. Previous Minutes

The Minutes of the meeting on 22<sup>nd</sup> June 2020 had been previously circulated. The minutes were agreed as accurate and adopted. Proposer: **Barry Richardson (BR)**, Seconder: **Marie Geary (MG)**.

## 4. Chairman's Report

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

- 1 The ramp for the Social Club end of the hall was discussed with Richard Meynell and Shaun Cook. An initial drawing is attached at the end of the minutes. Alan was given a verbal quote of approximately £1500.00, which is more than he expected. We should get two more competitive quotes if approved by the committee. **Approved: unanimous.**
- 2 Ian's (ID), Health & Safety Policy 02, is the last of the policies that were required to meet our obligations on this front to the Charity Commission. We now only have two more Policies to write. We should start to review all the Policies & Procedures on a regular basis.

## 5. Treasurer's Report

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

### Bank Accounts:

A grant of £10,000 was received from CDC; we were eligible for this Government grant as we pay Business Rates. As our bank balances at that time were in excess of £10,000, it was decided to invest the grant in further CCLA/COIF Income Units.

CCLA/COIF – Income Units: We've received interest of £451.28 for 8 months to August 2020.

Balances as at 31<sup>st</sup> August 2020:

CAF Cash Account:		£4,827.90
CAF Gold Account:		£5,107.34
CCLA/COIF:	1556.65 Income Units	£26,119.50
	54.61 Accumulation Units	£10,357.39

It has been possible to hire the hall for individual 'one-off' requirements which has provided some income, but we now need to consider the requirements for re-opening the hall.

1. **Chairs:** I have still not been able to dispose of the old 98 stacking chairs with black frames, so I will contact CDC and ask them to collect them.
2. **Electricity:** Our current contract with SSE via Utility-Aid will finish on the 31<sup>st</sup> December 2020, and I will start a new contract with SSE via Business Stream, who provide our water & wastewater services. After a considerable amount of prompting, I was finally informed that their review of previous invoices confirmed that we had not over-paid.
3. **Fire Detection System:** Lightning Fire have now carried out work on the system which includes replacing detectors, batteries and checking and replacing bulbs for the Emergency Lighting System. This should mean that the system is now working correctly. We will now need to budget for the regular replacement of the extinguishers and batteries. I cancelled the two Chubb contracts with effect from their renewal dates, and after further checking also received a refund of £117.68 due to a contract not being correctly cancelled.
4. **Front Door:** I contacted Coastal Living regarding a replacement front door. The recommended a composite door from Endurance Doors. After reviewing several options, it was agreed that we would install a Mayon door in grey. Unfortunately, the 'lockdown' effected the supply and fitting of the door, and I am currently trying to contact Coastal Living to arrange for the door to be ordered and installed.
5. **Scouts Lease Agreement:** We need to decide whether we will be increasing the charges that we make for the lease of the Scout Hut.
6. **SECAmb:** We have been holding discussions with SECAmb regarding providing a Response Post for their ambulance crews using the Sandal Rooms.
7. **Tower Youth Group:** I am still waiting to hear back from the Tower Youth Group regarding the purchase of a table tennis table for their use.

### 6. Secretary's Report

None at present.

### 7. Birdham Parish Council

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

1. **Council Meetings:** All council meetings have been held online since the April 2020 meeting, using Zoom, with members of the public 'attending' a number of the meetings. An Elector's Meeting which was scheduled for the 25<sup>th</sup> April 2020 has had to be delayed.
2. **GDPR:** The council has now implemented the requirements for GDPR, which includes the councillors having separate 'council' email addresses.
3. **Culverts and Ditches:** Two applications were submitted to WSCC Operation Watershed for work to be carried out on the culverts and ditches in Crooked Lane. These were both approved and work has been completed on the culvert on the west side of Crooked Lane which finishes by the school. The other work on supporting the sides of the ditch by The Saltings is scheduled to be carried out in November 2020. Further applications to Operations

Watershed are being considered for Crooked Lane and Sidlesham Lane to prevent future flooding.

4. **Local Plan:** The CDC Local Plan has been delayed. However, the Parish Council has held a review meeting with CDC to discuss the Local Plan & the Neighbourhood Plans, and the parish council has decided to continue with a review of the Birdham Neighbourhood Plan. A separate committee has been set up which includes councillors and residents and they have held their initial meetings.
  5. **HELAA:** The new Housing & Economic Land Availability Assessment, which is still to be approved/agreed, includes the option of 250 homes being built on the field opposite the Village Shop.
  6. **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. The official opening of the Triangle Copse and the three ponds scheduled for April 2020 has had to be delayed.
  7. **Mobile Household Waste Recycling Services (MHWRs)** No further progress has been made.
  8. **New Homes Bonus:** All three applications have been approved.
  9. **Triangle Copse:** The gates/fencing for Triangle copse has been installed.
  10. **Playground:** We are now planning for the installation of the new playground equipment for younger children, which will consist of a tractor and trailer.
  11. **Recreation field:** The council is now obtaining quotes regarding resolving the issue of the flooding of the village field. (The cricket club has work carried out during the summer for a similar issue.)
  12. **Parish Newsletter:** This was printed and distributed earlier this year.
  13. **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.
  14. **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.
  15. **Recreation field:** Branches have broken off from three separate trees on the east side of the field. A tree surgeon has checked the trees and it is likely that two will have to be felled and replaced with more suitable varieties.
8. **AOB**
1. **Policy and Procedures:** Policy and Procedure 11 (Hall Hiring) is still to be written and the Committee will input into that production asap. Policy and Procedure 01 (Volunteer Management) is to be generated by Gordon (GC) as soon as can be managed. Policy and Procedure 02 (Health & Safety, Risk Management) was reviewed and approved.  
**Approved: Unanimous.**

2. **Committee paperwork:** All the paperwork for the new Committee of Management members was completed correctly and will be filed as soon as possible. **Action: Ian (ID).**
3. **Hall Charges 2021:** The Birdham Village Hall charges were considered and in view of the unusual circumstances brought about by the pandemic it was agreed to leave all the rental charges as per last year. It was noted that some costs may have to be negotiated due to the lower user-densities now possible. **Approved: Unanimous.**
4. **Re-opening of the Hall:** Several ideas were expressed and considered but no decisions were reached regarding what was required to be in place to enable the hall to reopen safely. It was noted that the Kitchen should be out of bounds until further notice. Cleaning costs for the constant specialised cleaning that will now be required to be investigated along with a suitable cleaning company to be identified. A Track and Trace system needs to be put in place by anyone hiring the hall from now on. Advice to be sought from AIRS.
5. **Yoga class:** We were contacted by Yoga Shoal to book a slot for one night a week, but this was not possible as a children's dance class had booked the hall for four hours every afternoon/evening, (this will change to four evenings when Carpet Bowls resume in October). Following a discussion, by the trustees, it was confirmed that we currently work on a 'first come first served' system and therefore it would not be possible to meet Yoga Shoal's request. It was agreed that Barry (BR) would contact Yoga Shoal and explain the position, and that we would contact them in the future if the day/time requested became available. **Action: Barry (BR) would contact Yoga Shoal.**
6. **Donation:** We have received a donation of £280.00 from the Birdham Tea, who have been a user of the hall for many years. The numbers attending the 'Tea' had been reducing for some time, and the group running it felt that it was unlikely that enough people would attend, should they re-open it, to make it worthwhile. They therefore felt that it was an opportune time to close it, and to donate their remaining funds to the Village Hall. Could we all please consider how this donation could be spent, and the Trust would be prepared to add monies to this donation for a suggestion that the trustees felt warranted it. **Action: All.**

#### 9. **Date of Next Meeting**

The next **Trustee Meeting** will be held at **19:00** on **Monday, 25<sup>th</sup> January 2021**.

There being no further business, the meeting closed at 20:28 hrs.

Please see the next page for the initial ramp drawings submitted for the exit at the far end of the village hall.

