

Dated: Monday, 8th February 2021

The meeting commenced at 19:25

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 7th September 2020 had been previously circulated. They were agreed as accurate and adopted. **Proposer: Barry Richardson (BR), Seconder: Gordon Churchill (GC).**

4. Chairman's Report

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

- 1. Building Work:** The work we need to have done is growing and we need to discuss fully the implications of our current interests and actions. The decisions we have to take now will have significant effects on how we are able to run this Hall and rooms. If our treasurer can achieve the SECamb leasing, (see AOB Item 5) as will be explained, it will stabilise our financial situation and allow us to develop what we can offer our village (see AOB item 4).

- 2. Reopening:** Anticipating the re-opening of the Hall this year, we should review our Terms and Conditions and the limitations of what we can offer seasonally. It may well be that we will only be able to offer the full use of the hall with kitchen and full toilet facilities in the summer. Just as with the flu virus, COVID may end up having a seasonal effect and we may have to adapt what we offer accordingly.

There was a complaint from a lady to CDC and Tim Firmston of Birdham Parish Council that Betty (BG) was having to clean without PPE and was being exposed to Covid infections during the lockdown. This misunderstanding was addressed to everyone's satisfaction when it was explained that the complaint was related to the renting of the hall to a 'National' dance company run by a Mrs S Watson. When first approached we checked with CDC who informed us that as a National group that could win medals for Britain, they were classed as elite athletes and we should hire the hall to this group. However, the Group never replied to the offer of hire. Betty had no idea about the complaint and has stated that she is happy with what was explained and supplied to her. It is not clear why the complaint was made to CDC and BPC rather than the Trustees.

- 3. Playing Field Invasion:** Further concern has led me to discuss the security of our field against illegal invasion as has happened in the past. I was directed to, and have had a discussion with Tim Firmston, chair of the Birdham Parish Council, on this subject. The outcome of this is that we need to know more precisely who is responsible for what fencing, and what other measures may be needed. Tim is to review records and, if need be, contact the previous BPC Parish Clerk on this matter and I have given an undertaking to physically review the boundaries of our field. We are to confer again within the next week or two. **Action: Alan (AD) Tim Firmston (TF).**

4. I have a proposal that we start a new activity group called the Gardeners, Growers and Ecology (Birdham) [GGE (Birdham)], where ecology is that branch of biology dealing with the relations of organisms to one another and their surroundings. I will go into more detail later under AOB, item 4.

5. Treasurer's Report

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

Bank Accounts:

Balances on 31st December 2020:

CAF Cash Account:		£2,069.62
CAF Gold Account:		£4,107.59
CCLA/COIF:	1556.65 Income Units	£28,037.45
	54.61 Accumulation Units	£11,282.59

It has been possible to hire the hall during the year and we have received a total of £4,017.75.

CCLA/COIF – Income Units: We have received interest of £653.49 for 2020.

The Income Units have increased in value by £11,817.22 during the year, which includes the £10,000.00 grant from CDC.

The Accumulation Units have increased by £1,005.77 during this year.

Due to estimated electricity bills and the reduction in revenue, a sum of £1,000.00 was transferred from the Gold Account to the Cash Account. A refund of over £1,000.00 is now due from SSE due to the inaccurate usage estimates that are used for invoicing.

1. **Annual Audit & Accounts:** The audit and accounts for 2019 have now been completed by Watling & Hirst, no queries or issues were found during the audit. The Charity Commission Web Site needs to be updated, after the Audit is approved at the AGM.
2. **Chairs:** I contacted CDC who collected the chairs, and a filing cabinet, at a cost of £130.85. It is possible that we may not be charged for this service as no direct debit payment has been made.
3. **Electricity:** Our current contract with SSE via Utility-Aid finished on the 31st December 2020, and we started a new 3 (three) year contract with British Gas Lite via Business Stream, who also provide our water & wastewater services. We are currently chasing SSE for a refund of £1000 as we were over-charged during the last contract. **Action: Barry (BR).**
4. **Filing Cabinet – Sandal Room:** The papers in the filing cabinet in the kitchen off the Sandal Room, together with other papers & folders in the room, were reviewed and checked. A large amount of these papers & folders were thrown away; confidential papers will be destroyed, and all valid paperwork was moved to the cupboard in the Sandal Room. This has now been completed.
5. **Fire Detection System:** Chubb were only supplying fire extinguishers as part of their contract, and we have received a refund for over-charging on the last contract. Lightning Fire have now completed their work on the system which included replacing detectors, replacing batteries, and checking and replacing bulbs for the Emergency Lighting System. We have now paid £2,912.03 this year to ensure that the system is working correctly and is being regularly maintained. We need to make sure that the system continues to be regularly maintained. **Action: Barry (BR).**

6. **Front Door:** I have not been able to contact Coastal Living regarding a replacement front door. This will now be included within other work that is required following the Building Condition Survey that we will be having carried out. See AOB items 1 & 5.
7. **Scouts Lease Agreement:** We need to decide whether we will be increasing the charges that we make for the lease of the Scout Hut, or as the hut has hardly been used during 2020, should we forgo the lease payment for 2021. After a discussion it was agreed unanimously not to charge for 2021. Barry to inform Ray Nye. **Action: Barry (BR)**
8. **Tower Youth Group:** We were fortunate during November to receive the donation of a table tennis table from Mr T Matthews, Farne House. We have not been able to check the table, but I have been assured that it is in good condition. We will purchase bats, balls and a net once the lockdown restrictions have been removed.
This equipment will have to be stored in the chair store area in the main hall. Barry (BR) will write to Carpet Bowls to ask them to purchase rubber ferrules for the end of their equipment in that area to save any injury to users who must use the chair storage area.
Action: Barry (BR).
9. **SECamb:** See separate entry later in these minutes - AOB, item 5.

6. Secretary's Report

None at present.

7. Birdham Parish Council

Barry (BR) informed the meeting that he has resigned as a Parish Councillor and will no longer be representing Birdham Parish Council and is now seconded as an Elected Trustee. The Birdham Parish Council update will in future be presented by Gordon (GC). It was also noted that BPC have not allocated a replacement for Barry.

1. **BPC Information:** There was no new information available at this meeting.

8. AOB

1. **Building Survey and works:** We have now arranged for Richard Meynell Limited to carry out the Building Condition Survey on the Hall. This is a regular requirement, every 3-5 years, and should be scheduled into our annual budget from now on. By putting the various building/repair/changes associated with the hall into one requirement we should be able to finally elicit a response from builders to quote for the work to be done. This includes a new front door, the disabled ramp into the small room at the Scout Hut end of the Village Hall, and new works in the kitchen/toilet areas in the Sandal Room for SECamb. The company will also investigate replacing the storage heaters, installing solar panels or heat pumps, car park drainage, etc. **Action: Alan (AD) and Barry (BR).**
2. **Pilates Classes:** The regular Pilates classes run at Birdham over the last few years by Jane Holland have now come to an end. We will have to look for a replacement teacher who can offer similar classes. **Action: All.**
3. **Cleaning:** We have had no success getting any cleaning companies or individuals to quote for any cleaning to do with the Hall. This is for general cleaning or for the Covid induced extra cleaning regimens that are now required. We will continue to investigate and will have to resolve this issue to allow us to reopen when Government decides. **Action: Barry (BR).**
4. **Gardeners, Growers & Ecology (Birdham):** The concept is to create a group of gardeners and allotment owners who wish to develop their understanding and practical expertise by sharing ideas, attending lectures and talks/demonstrations. This could include the storage

of produce and cooking of it, as well as garden design and any related topics that may evolve. Specific guest speakers could be highlights through a year's programme for special events- spring planting and autumn harvest when afternoon and evening programmes laid on for socialising as well as learning. I have already spoken to some neighbours who are interested at different levels. Some have offered to give talks and I have a younger person who has offered to help organise such a group if the project is started. This would be an informal, relaxed way of learning and sharing experiences with tea and cake breaks/family friends and fresh air! If successful the group could develop into different interest group sessions, e.g., plant or produce sale or exchange, seed swap activity, visits to places of special interest. I would encourage an exchange of experience and advice from similar groups at local and wider levels. **Action: Alan (AD).**

5. **SECamb:** We are receiving positive signals from SECamb. They are keen to use BVH as it is an ideal location for them regarding the Manhood peninsula. They have now said that they will pay for the changes to the car parking, the drop-kerb and the bollards to separate the car park from the main Village Hall car park at the front. We have agreed that we will pay for the internal changes to the Sandal Room. This will involve secure internal and external access, splitting the kitchen and installation of toilet facilities in the left-hand section of the kitchen area. The revenue that they will pay for the duration, >£7K will equate to 50% of our entire 2019 revenue. Should they stop the agreement after the minimum period, then we will have a much better set of facilities in the Sandal Room to hire out. In view of this it was proposed that we should endorse this business opportunity as it will help to stabilise the Hall finances as well as provide a valuable service to the locality. Marie (MG) voiced concerns again that the facility will blight the lives of the local residents with the noise of sirens etc of the ambulances as they drive out of the Hall to the Birdham straight. Marie (MG) also thought the noise of the vans arriving back at the Hall at night would be problematic. It was pointed out that many places of residence have or have had similar facilities and that there are rules and laws concerning disruption and noise. It was agreed that Alan (AD) would contact the houses opposite the Hall to inform them of the possible siting of the SECamb facility in the hall. There was a vote taken to progress this opportunity. **Vote: Passed, 6 for and 1 against.**

6. We will continue as expediently as possible. Another vote was taken to authorise Alan (AD) and Barry (BR) to progress with quotes for all the necessary building works and the SECamb works to get the work done as part of a larger project which will encourage builders to quote for the work. **Vote: Passed, 6 for and 1 against.**

It was also agreed to progress this work as soon as possible. To enable the building works to be approved quickly, rather than wait for another meeting, we will be able to take a vote by email. **Action: Alan (AD) and Barry (BR).**

9. **Date of Next Meeting**

The next **Trustee Meeting** will be held at **19:00 on Monday, 10th May 2021.**

There being no further business, the meeting closed at 20:15.