

Dated: Tuesday, 11th May 2021

The meeting commenced at 19:02

1. Present

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

2. Apologies Received

None.

3. Previous Minutes

The Minutes of the 8th April 2021 had been previously circulated. They 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. Building Work:** Alan (AD) has talked to Richard Meynell and thanked him for the building survey condition report; he has asked if he would consider performing a regular 5 Year Building Survey Condition Report for the Birdham Village Hall, to which he has agreed. It was also requested that the inspection includes building elements that were not readily accessible or otherwise visible during this inspection, which includes the North end roof void. This he has agreed to do, however it will be necessary to create an access hatch to make the inspections possible. Richard has been asked to obtain quotes for this access hatch. Richard further agreed to obtain quotes for the upgrade of the entrance facilities to the ex-Social Club entrance (a ramp); and for the replacement of the front door. **Action: Barry (BR)**
- 2. Covid-19:** it is pleasing that the Covid restrictions are easing and that we are increasingly able to rent out the hall. It should be noted, however, that we must focus on our cleaning practices and not become complacent. Covid-19 is with us for the long-term and we must adapt our practices to accommodate the new normal. Alan to provide details of the revised practices which may be required. **Action: Alan (AD)**
- 3. Alcohol licence:** Another change that is of concern and needs to be urgently clarified is relating to the status of the Birdham Village Hall Trustees when the Alcohol Licence has been renewed in the name of one of the trustees. If that licence holder sells alcohol to the public, does that trustee become a hirer of the hall or does this in some way change the function of the hall? We should check whether our public liability insurance will cover the sale of alcohol in the hall when we have not had a club with any members for over a year. Would the insurance cover the sale of alcohol in the main hall to the public? Will the public be allowed access to the hall when alcohol is sold there? **Action: Alan (AD)**
- 4. Trustee liability:** Along these lines, the question of Trustee Liability was raised. It is essential that we re-check against the insurance policy the liability of each individual trustee of the Trust. This is now a topic for investigation as it has been noted that future trustees may be put off volunteering for the role through fear of monetary penalties if something goes wrong

whilst on the committee. This may explain in some part why we are currently unable to fill many of the trustee vacancies that are required by the Governing Document.

We have made contact with Action in Rural Sussex (AiRS) to better understand the options open to us, and we will have to ensure that the Charity Commission will allow the changes we may request and we may also require legal advice before any changes could be considered. The apathy of village residents to volunteering is not confined to Birdham as this has become a national problem relating to every type of organisation. **Action: Alan (AD) and Barry (BR).**

At this point Alan Drew left the meeting as he was feeling unwell.

5. Treasurer's Report

The Treasurer, Barry Richardson (BR) presented the accounts as of 30th April 2021.

Bank Accounts:

Balances on 30th April 2021:

CAF Cash Account:		£365.38
CAF Gold Account:		£3107.69
CCLA/COIF:	1556.65 Income Units	£28,037.45
	54.61 Accumulation Units	£11,282.59

The hall is now being hired again, and to the end of April we have generated over £1,000.00 in hire fees.

CCLA/COIF – Income Units: these have increased in value by £11,817.22 during 2020, and this includes the £10,000.00 grant from CDC. The Accumulation Units have increased by £1,005.77 during 2020.

To pay for the repair work requested by the Building Survey Condition Report, electrical survey work, etc., it has been necessary to sell income units to the value of £12,000.00.

- 1. Annual Audit & Accounts:** we have contacted Watling & Hirst regarding the 2020 Audit and accounts. We will be providing the Cash Book and the required documentation. **Action Barry (BR)**
- 2. Building Survey Condition Reports:** the reports were provided at the last Trustee Meeting and a quote had been received from Ede Building for this work. It was decided to omit the fencing repairs and the replacement front door from this initial work; but we have requested a quote from Ede's for the construction of a ramp into the ex-Social Club Room. We have also authorised Lux Orbis to carry out the remedial electrical work as highlighted in the report. Their work (approximately £1,000) will cover all the required faults except the Surge Protection Device (SPD). The provision and fitting of the SPD will cost approx. £1,000 alone and so will be delayed until later this year. **Action: Barry (BR)**
- 3. Fire Detection System:** we are generating an Annual Schedule of the different maintenance requirements for the system and show all the relevant due dates. **Action: Barry (BR)**
- 4. SECamb:** We continue to hold discussions with SECamb regarding providing a response post for their ambulance crews, using the Sandal Room. See separate entry later in these minutes.

5. **Secretary's Report**

None at present.

6. **Birdham Parish Council**

The Birdham Parish Council update was presented by Gordon (GC).

1. **Canal Houseboats:** there is some concern about the suitability of some new houseboats on the canal. They appear to be somewhat larger than would be considered suitable for hire. This should be referred to West Sussex County Council for guidance.
2. **Allotments:** there has been no decision yet regarding using the donated land in the north-east corner of the main playing field for allotments.
3. **Public Footpaths:** Further public footpaths have been found in the Bell Lane area. The situation is to be raised again at the meeting on 17th May 2021.

7. **AOB**

1. **Reopening:** information about the new classes available etc., is to be provided to Ian (ID) for inclusion onto the BVH web site. The Tower Youth Group are hoping to restart their weekly sessions next Tuesday, 18th May. **Action: Barry (BR) & Ian (ID)**
2. **SECamb:** We have received two separate valuation reports from commercial letting agents which have been circulated to the trustees for review.
A kitchen that was removed from a SECamb Response Post to the north of Chichester is being stored in the Sandle Room. It is planned to use these units if the response post is agreed, and it will save the Village Hall approx. £2,000.
A concern was raised about the possible loss of revenue from hiring the Sandle Room, but as there is no regular hiring of this room it is felt that any loss should be minimal, and it is possible that the Main Hall could be hired instead.
For commercial rentals/leases we have been informed that we will need an Energy Performance Certificate for the Village Hall. This may be a problem as the hall uses old-fashioned storage heaters and we are not aware of the amount of insulation. Quotes are being obtained for the Energy Performance assessment. **Action: Barry (BR).**
3. **Fencing:** Imogen Whitaker, the BPC Parish Clerk has stated that the fencing is the responsibility of the Village Hall, however this differs from the views of the trustees and the previous Parish Clerk. This issue will be raised at the next Parish Council Meeting on the 17th May. Alan will be contacting Tim Firmston to discuss this matter. **Action: Alan (AD) and Gordon (GC).**
4. **Shrubs around the Hall:** The shrubs and borders are now becoming overgrown and untidy, and we need to get quotes to get these managed regularly. The trustees were asked for suggestion of gardeners/garden services companies that could be used, Keen Gardening and SRC Gardening Services were suggested as possibilities, so that quotes could be obtained. **Action: Barry (BR).**
5. **Public Footpaths:** The issue of overgrown public footpaths was raised by two trustees, particularly along the main Birdham Road, as this narrows the available width of the path and causes pedestrians to walk nearer to the traffic. There have been a number of incidents of cars/buses/lorries 'hitting' pedestrians. It was suggested that this is raised at the next

Parish Council Meeting, and whether a 'Working Group' could be formed to clear the vegetation from the paths. **Action: Gordon (GC)**

8. Date of Next Meeting

The next **Trustee Meeting** will be held at **19:00** on **Monday, 12th July 2021**.

There being no further business, the meeting closed at 19:58.