

Dated: Tuesday, 6th September 2021

The meeting commenced at 19:25

1. Present

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

2. Apologies Received

None.

3. Previous Minutes

The Minutes of the 12th July 2021 had been previously circulated. They were agreed as accurate and adopted. **Proposer: Gordon Churchill (GC), Seconder: Barry Richardson (BR).**

4. Chairman's Report

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

- a) **Building Condition Report:** The works recommended in our Building Condition Survey Report have been carried out to a very good level. The car park drains have been cleaned and further works need to be carried out to improve the drainage of the car park (See AOB). We are sourcing a new front door. An important by-product of this work is the basis on which we can develop a detailed programme to maintain the condition now reached. This will be applied to the grounds and garden as well as the building.
- b) **Fencing liability:** A meeting was held with Tim Firmston, Chair of the Birdham Parish Council, Gordon Churchill and myself regarding the fencing liability of the Village Hall Trust. The basis of the current understanding was reported in the 12th July 2021 meeting minutes. We walked the boundaries of the field and car park as they impinged on the Village Hall building. The important outcome was that we agreed that all those fences immediately around the Village Hall that abutted or ended on the Village Hall building, were the responsibility of the Village Hall Trust, apart from the fence and gate that was the boundary of the car park that stretched towards the Scout Hut. It was stated that the fence was there functionally to protect the field, and as such, should be the responsibility of the Parish Council, and not the Village Hall. A plan is to be produced and agreed with the Parish Council detailing who is responsible for which sections of fencing. **Action: Alan Drew (AD)**
- c) **SECamb:** The SECamb negotiation is on-going and in the hands of our solicitor; Barry (BR) can give more detail on this.
- d) **Trustee recruitment:** Earlier in the year I contacted Tim Firmston (TF) to discuss our need for more Trustees on our Village Hall Trust Committee. The Parish Council is well served, according to Tim, although they could have a couple more members to be at full strength. When I told him of our problem, he immediately offered use of the Parish Council notice boards at the Village store, the Church and the Village Hall. To this end, I put a suggested draft notice to Ian and Barry. Changes allowed copies to be made for distribution.
- e) **Trustee resignations:** Since our last meeting I have sadly received two more resignations, from Barry (BR) and Marie (MG). Further, due to his current health status, Ian (ID) cannot continue as unofficial minute recorder. On behalf of the Committee, thank you to both gents for your hard work and for sharing your ideas and energies, without which we would not be in the current relatively healthy financial situation and building condition in which we find ourselves. Thanks to your efforts we can develop the facilities for the people of Birdham.

- f) **Trustee Options:** If we cannot recruit other Trustees, I suggest we explore other management structures that might be an efficient alternative to the current one. If we cannot recruit more and younger trustees our current Committee will not be able to satisfy our Charity status requirement. The time to act is now, we as a committee have to respond to changing times, and our management structure has to evolve.

5. Treasurer's Report

The Treasurer, Barry Richardson (BR) presented the accounts as of 31st August 2021.

- a. **Bank Accounts:** Balances as of 31st August 2021:
- | | | | |
|------|-------------------|--------------------------|------------|
| i. | CAF Cash Account: | | £ 2,893.78 |
| ii. | CAF Gold Account: | | £ 3,107.76 |
| iii. | CCLA/COIF: | 915.57 Income Units | £17,138.09 |
| | | 54.61 Accumulation Units | £11,282.59 |
- b. **CCLA/COIF – Income Units:** Interest of £120.76 has been received.
- c. **Revenue:** This had reduced during July & August, as we would expect, but the bookings are now increasing, viz., Itchenor Choir – weekly, requests for birthday parties, etc.
- d. **Building Survey/Condition Report:** Ede's Building have completed the remedial work, together with additional items that were identified. The final cost was £10,359.74. Ede's have now provided a quote for the drainage and re-surfacing work required to improve the drainage of the north end of the car park, and which should prevent the very large puddles forming during heavy rain. The quote is for £5,843.00.
- e. **Ramp:** A quote of £6,195.00 has been received from Ede's for the construction of a ramp into the Ex-Social Club room.
- f. **Electrical Certificate:** The Certificate has now been received from Lux Orbis. The outstanding issue regarding a Surge Protection Device, SPD, still needs to be scheduled once funds are available.
- g. **New Front Door:** Richard Meynell Limited recommend that we contact Robert Copeman Window Services regarding a replacement front door. I have phoned several times but without success. I will keep trying.
- h. **Gardening Services:** SRC Garden Services have been asked to provide a quote for keeping the north end of the car park clear of leaves, twigs, grass cuttings, etc which will otherwise block the drains. This is still outstanding.
- i. **SECAmb:** A Planning Application has been submitted to Chichester District Council to confirm whether a 'Change of Use' is required for using the Sandal Room as an Ambulance Response Post. We are still awaiting a response from CDC.
- j. **Water and Wastewater Services:** After an exchange of emails. Business Stream have confirmed that the meter is working correctly, and we have been correctly invoiced for the outstanding usage, £84.90. (Not totally convinced that everything is correct?).

6. Secretary's Report

None at present.

7. Birdham Parish Council (BPC)

Gordon Churchill (GC) provided a report from the last Parish Council Meeting.

- a. **Wastewater in Bell Lane:** The problems with the wastewater disposal from Bell Lane in Birdham will hopefully be resolved now the disposal is rerouted out through Siddlesham.

- b. **Water Lodges on Birdham Pool:** The 5 water lodges which were requested for location on Birdham Pool have been investigated. BPC have raised objections to the plan due to the impacts on the local AONB.
 - c. **New Homes Bonus.** The New Homes Bonus payable to the BPC may be affected in future by recent changes in legislation.
 - d. **Earnley.** An application to build 100 new homes in Earnley was turned down due to the inadequate sewage facilities in the area.
 - e. **160 homes opposite NISA store.** BPC have objected to a request to build 160 houses on the field opposite the NISA store on the Birdham Road.
8. **AOB**
- a. The quote for the works to resolve the drainage problems on the north end of the Village Hall car park was received from Ede's Building. This is to dig a new drainage ditch and to resurface the car park. The quote of £5,843.00 was advised as being fair for the work by Richard Meynell Ltd. This was approved unanimously. **Action: Barry Richardson (BR).**
 - b. Barry Richardson will contact the Parish Council Clerk and ask for information about the BPC website, including costs, and whether the company could take over the running of the BVHT website. **Action: Barry Richardson (BR).**
 - c. Regarding the work required to the Sandal Room and kitchen to make it usable as an Ambulance Response Post; the quote had been received and approved at an earlier meeting, and the trustees agreed to go ahead with this work even though the lease has not been agreed, finalised and signed. **Action Barry Richardson (BR).**
9. **Date of Next Meeting**

The next **Trustee Meeting** will be held at **19:00** on **Monday, 7th March 2022**.

There being no further business, the meeting closed at 20:10.