

**Minutes of a meeting of the Briantspuddle Village Hall Committee held on 17 June 2020
at 7.30 pm in Briantspuddle Village Hall.**

Present: Members of the Committee: Stuart Chorley (Chair), Allan Smith (Treasurer), Anne Colquhoun, Fiona Hogger, Jenny Lightfoot, Cindy Read, Roger Smith (Vice Chair), Tamsyn Tankard-Evans, Angela Tozer. Also present Lesley Wilcox (Minutes Secretary).

1. Apologies for absence – none required.

2. Notice of Conflicts of Interest - none required

3. GDPR – all members were happy for their names to be published on the website.

4. Approval of the minutes of the meeting of 4 March and 3 June 2020 - the minutes were approved (subject to one minor amendment) and signed.

5. Matters Arising (not otherwise on the agenda) – none.

6. Governance during Covid 19 to date, and going forward.

Whilst the committee had not been able to meet in person Stuart had adopted the policy of e-mailing members with issues to consider, requesting either comments or objections. Overall, most members had responded and so he was confident that he had taken action forward on the basis of the corporate view. This seemed to be one of the standard procedures adopted by organisations unable to meet currently. It was agreed that whilst this had worked reasonably well it was not as satisfactory as face-to-face meetings. However it would need to continue in respect of issues that needed action before the next planned meeting. All e-mails would be acknowledged and responses copied to all committee members.

In respect of the number of people present it was explained that, unlike the rules on social gatherings, the rules governing business meetings did not set out a restriction on the number of people present but required that social distancing be maintained. The meeting was clearly a business meeting and not a social occasion. However, Stuart stressed that if anyone felt uncomfortable there was no pressure on them to attend. All agreed that the conditions of the meeting were satisfactory.

7. Treasurer's report.

Allan had already circulated his end of May report. Since then -

Income:

The collection from the Co-op was approximately £135

Donation from the village shop - £250

Donation from the Dorset Council Community Fund - £400

Donation from the Dorset Council Small Business Support Fund - £10,000

Allan will also approach the Parish Council/Covid Group for a grant.

Expenses:

Decoration of kitchen, lobby areas etc - £2,195

Cleaner – see item 9.

8. Decoration of hall.

As agreed at the last meeting, Allan had placed an order for the decoration of the hall at an approximate cost of £2,800. This figure would increase slightly as there were anticipated extras which could not be tied down at present.

Given that the hall walls were constructed of cob, there was discussion about the type of paint to be used. They had previously been painted with standard emulsion which formed a seal (Allan would check what had been used on the ceiling). Jenny advised that since the exterior wall had been painted with lime wash the damp had not reappeared in the hall. It was therefore agreed that standard emulsion would be used again.

The meeting thanked all the volunteers who had helped clean the newly decorated areas. The floor, in particular, had needed a lot of attention.

9. Cleaner

As the hall was being used as a waiting area for the shop the cleaner had not been stood down. Initially this expenditure (approx. £35 per week dependant on the tasks carried out) during a period of no hirings had caused some concern. However since a donation had been received from the shop as well as two grants from Dorset Council this had reduced the pressure. It was agreed to retain the cleaner who was doing a good job and experience had shown that it was difficult to find good cleaners at a reasonable rate. This decision would be kept under review.

Stuart then said that, as the Covid situation progressed, there was a need for facilities to be 'Covid safe'. The current advice regarding the provision of toilet facilities was open to interpretation. With no hall hirings and the current closure of the Social Club the use of the hall toilets had reduced but they were still used occasionally by shop staff and customers. After discussion it was agreed to close both the Ladies' and Gents' toilets but to leave the disabled toilet open. The cleaner would clean this once a week and Stuart would do a daily 'touch point' clean. This would seem to meet the regulatory requirements.

10. Community rest centre/emergency shelter

Dorset Council's Emergency Planning Team had asked whether the hall could be used as a community rest centre in the event of a local emergency. DC would provide all necessary resources and staffing. The meeting agreed to this.

11. 100+ Club

The last draw of the current year had taken place in June. The majority of volunteers who usually collected membership and payment from households for the following year had expressed concerns about doing so at this time. The organiser had therefore proposed to let the club lie dormant until, say, October. Stuart understood those concerns but felt that the momentum of the club might be lost if it was not carried on whilst there was presently a lot of support for village activities and concerns. This was discussed and it was agreed to progress membership and, once completed, pass details to the organiser so that draws could continue. Stuart will organise this.

12. Embroidery display

People were being invited to produce a small embroidery depicting their experience of 'lockdown'. The contributions would be stitched together to form a collage snapshot of life in the parish at this time. The Covid group had agreed to fund the project provided the collage could be hung in the hall; this was agreed, subject to the size of the collage.

13. Weekday coffee morning and hall-organised activities.

Stuart outlined his suggestion that a coffee morning be held outside the hall on the grassed area. Initially this would be for one morning a week, possibly rising to 3. All funds raised would go towards the village hall and he had obtained sufficient volunteer support to organise it. Allan's view was;

- i, the committee was not responsible for providing social events and should only do so for significant fund raisers such as Burns Night and Open Gardens;
- ii. such events could discriminate against similar events held by others; and
- iii. the hall's insurance only covered up to 10 similar events (NB the Community Group provide their own insurance).

Stuart's response was that:

- i. there was nothing preventing the committee from deciding to organise such events;
- ii. if the committee organised an event for its own benefit this could not be discriminatory; and
- iii. this would need to be discussed with the insurers.

Other concerns were discussed, eg the practical difficulties of maintaining social distancing, maintaining access to the shop and the use of the facility by casual visitors from outside the parish. Whilst (commercial) cafes were currently only able to offer a take-away service it was anticipated that the relevant rules would shortly be relaxed and the hospitality industry was currently gearing up to resume wider services in July. The volunteers would require hygiene certificates but this could be done on-line.

It was agreed that Stuart could go ahead with this, subject to all the relevant requirements being met.

14. Use of grassed area as a beer garden for this summer

Stuart reported that, as the Social Club had decided not to pursue this idea due to concerns about social distancing, licensing and insurance, he proposed that the committee explore this instead. He confirmed that the immediate neighbours and the Social Club had no objection and that the sessions would be restricted to noon to 3pm or 4pm at weekends and 6pm to 9.30pm on Fridays and Saturdays. It was believed that the hall's premises licence would permit this. The Parish Council were happy to consider plans from its tenants that would be of benefit to the wider community.

The idea was discussed. Concerns were much the same as with the proposed coffee mornings but also the added potential for noise.

The proposal was not carried.

15. AGM

It was not known when it would be feasible to hold an AGM. All members agreed to continue as trustees for the time being. It was agreed to write to the village organisations to advise them of this.

16. Correspondence

None received other than that recorded above.

17. Any other business

None

18. Next meeting – 1st July at 7.00pm (note new time).

The meeting closed at 10.10 pm

Lesley Wilcox

Minutes Secretary