

Minutes of a meeting of the Briantspuddle Village Hall Committee held on 4 August 2020 at

7.00 pm in Briantspuddle Village Hall.

Present: Members of the Committee: Stuart Chorley (Chair), Allan Smith (Treasurer), Anne Colquhoun, Jenny Lightfoot, Cindy Read, Roger Smith (Vice Chair). Also present Lesley Wilcox (Minutes Secretary).

Everyone confirmed that they were satisfied with the layout of the hall for the meeting.

1. Apologies for absence – Fiona Hogger, Tamsyn Tankard-Evans and Angela Tozer.

2. Notice of Conflicts of Interest - none required.

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

4. Approval of the minutes of the meeting of 1 July 2020 - the minutes were approved and signed.

5. Matters Arising (not otherwise on the agenda)

i. Allan advised that the cleaner had been asked to concentrate on cleaning all touch points and the toilets. The disabled toilet will be de-scaled and the store room cleaned as far as possible. Allan will provide Stuart with a copy of the cleaner's work schedule.

ii. Stuart asked for views on whether to organise an AGM, either 'virtually' or 'live'. Allan will establish what advice the Charity Commission provide on holding AGMs at present. Local Govt advice is still to avoid 'live' meetings.

6. Treasurer's report.

Allan had already circulated his end of July report. He added;

i. the donation of £250 from the Village Shop had now been received;

ii. the figure of £186.90 shown under expenses for 'Admin/Licence' had actually been paid in the previous month. Therefore the total expenses for July were £370;

iii. the annual boiler maintenance had been completed, cost £107.

iv. the inspection of the fire alarm system had been carried out but the contractor had been rather disorganised and Allan had successfully disputed the charge. He will look into finding an alternative, local contractor for next year;

v. consideration should be given to installing a fire alarm bell outside the hall as the indoor one is not always audible outside;

vi. he had sought advice from Utility Aid, an energy broker in the 'not for profit' sector, about changing electricity supplier. UA's advice was that the present charges were satisfactory. However, they recommended switching to another supplier whose charges would be higher for the next 2 years but assumed that they would be lower for years 3 – 4. It was agreed that this was too much of a gamble;

vii. he was awaiting advice from the phone provider as to whether a cancellation charge was due;

viii. his financial forecast depended largely on the rate at which hirings were taken up. Both the pilates and yoga classes would be resuming shortly but not the Keep Fit class. The Community Group

had cancelled all bookings for the remainder of the year. Advice was awaited about choirs resuming meeting. The short mat bowls, an allowable activity, had not yet been booked. The first village talk had been booked for October.

7. Update on Covid 19 Regulations

- i. Stuart said that recent advice was that toilet lids should be closed before flushing. The disabled toilet available for use does not have a lid (as is standard practice) but given the little use and regular cleaning it was thought to be very low risk and that it was safer to have just one toilet available for use.
- ii. The pedal bin in the disabled toilet will be emptied every week.
- iii. The hall and facilities would soon be certified as 'Covid Safe'. Allan will draft a letter to issue to all hirers advising them of the conditions which the hall would meet and that the hirer would be responsible for operating within those guidelines.

8. Hall decoration

The decorator anticipated starting work in the following week (w/b 10.8.20). Allan had reminded him that 3 days' notice is needed in order to clear the contents from the hall.

9. 100+ Club

Stuart reported that almost all households had been contacted. Membership numbers were likely to be much the same as last year and the first draw should take place at the end of August.

10. Weekday coffee morning

The first coffee morning had not been widely advertised; nevertheless 12 people had attended and all had sat outside. Stuart had kept a record of the attendees. Advice from the insurers had confirmed that the restriction on volunteers attending a maximum of 10 events was intended to apply to those businesses or suppliers providing their services free, not to individuals helping at such events. Therefore, all such volunteers were covered by the hall's insurance. Allan advised that he required all gross receipts and expenses/invoices.

11. Correspondence

The Parish Council had offered all their tenants a 'rent holiday'. Allan had replied thanking the Council and accepting the offer. The Council is also inviting S137 applications for projects that will benefit the community – Stuart and Allan will consider whether to apply for a grant to assist hall funds on the basis that keeping the hall open has been of great benefit to the community.

12. Any other business

- i. As the Community group will not be using the kitchen fridge for some time Cindy offered to clean and empty it.
- ii. There has been no progress on the rectification of the skittle alley floor defects. The options were discussed. Allan will draft a letter to the Club asking them to either pursue the matter with the contractor or make a Court Claim. It was agreed that, in future, the Committee should contract for the entirety of the work.
- iii. A trustee advised that the Parish Council intended to revisit the issue of the various agreements/leases in place. A brief discussion followed re the details of events leading up to the

determination of the 1982 agreement and the subsequent agreement between the village hall trustees and the Bladen Social Club.

iv. A decision on whether to hold Open Gardens in 2021 would be taken in January 2021.

v. Allan will update the list of key holders. Roger will pass his set of keys to Allan to pass on to Angela. Hirers will collect and return keys to her. Cindy retains a set of keys for use in an emergency.

13. Date of next meeting

Wednesday 2 September 2020 at 7.00pm.

Lesley Wilcox

Minutes Secretary