

## Minutes of a meeting of the Briantspuddle Village Hall Committee held on 2 September 2020 at

7.00 pm in Briantspuddle Village Hall.

**Present:** Members of the Committee: Stuart Chorley (Chair), Allan Smith (Treasurer), Fiona Hogger, Jenny Lightfoot, Cindy Read, Roger Smith (Vice Chair) and Angela Tozer. 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** – Anne Colquhoun and Tamsyn Tankard-Evans.

**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 4 August 2020** - the minutes were approved and signed.

### **5. Matters Arising (not otherwise on the agenda)**

i. The AGM will be held as soon as is practicable. Stuart is looking into holding meetings by 'Zoom' in the hall which would make public participation possible.

ii. Allan has updated the list of keyholders. Cindy will advise what keys are held in the shop.

### **6. Treasurer's report.**

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

#### Income

i. Approx £100 had been received from the Tuesday Coffee Shop; the expenses included purchase of stock so the balance was only approx £19.

ii. 100+ Club – some £60 was still due.

iii. £160 had been received from the Parish Council from the 'Covid Relief' fund; (see also item 12).

#### Expenses

i. The electricity supplier was still charging £91pm although a lower rate had been agreed.

ii. The figure for R&R and maintenance included £2,800 for decoration of the hall and £405 for the maintenance of the fire alarm system (a reduction on the original charge had been negotiated by Allan).

iii. The phone contract had now been cancelled.

Allan was still forecasting a surplus of approx. £1,000 for the end of year. However, the dishwasher had now reached the end of its life. It was agreed that it should be replaced asap so that the kitchen would be fully functioning when hirings could resume. A similar replacement was estimated at £2,000. The window for S137 applications to the Parish Council was still open so a case could be made to meet this cost either under S137 or by a grant (the requirement for such a dishwasher had been introduced since the lease had been agreed so this was a new obligation on the Trustees).

There was discussion about the financial liability for re-thatching the roof. The ridge had been re-thatched in 2018. The remainder of the roof was thought to be good for another 18 years or so but, as the current cost of the work would be at least £40k, work to increase the amount of funds held for this (basically the No 2 account) must continue. It was agreed to move £5k from the No 1 to the No 2 account.

The Committee expressed their thanks to Allan for all his work as Treasurer.

## **7. Update on Covid 19 Regulations**

Stuart advised that 'Covid Safe' notices had not been put up as new and more comprehensive advice had been issued by ACRE (Action with Communities in Rural England) concerning action required to help village halls re-open. A copy of the advice would be kept on the premises and available to view. The following issues were discussed:

- i. Hand sanitisers: it was recommended to have these stationed at entry and exit points. Wall-mounted sanitisers were considered but it was decided to stick with pump action bottles.
- ii. 2m markers: it was agreed to install 'footprint' markers at 2m intervals through the lobby and corridor.
- iii. Kitchen hatch: it was agreed to install a screen to the hatch area. The cost of this would be investigated before any order was placed.
- iv. Notices asking visitors to wear a mask in the building would be put up. In common with commercial shops etc it was agreed that the Hall Trustees could not be responsible for enforcement. However, Jenny remarked that in the recent case of the Tui flight the airline crew had been criticised for not enforcing the requirement for customers to wear masks.
- v. The advice recommended a one-way system – this will be considered but may not be suitable as it would mean people walking along the road in the dark.
- vi. Queueing for the shop would continue through the corridor and lobby. Any responsibility for maintaining a 'track and trace' system would therefore fall to the shop. The underfloor heating in these areas can be isolated from the hall heating.
- vii. Responsibility for meeting all relevant regulations would fall to individual hirers.

Allan advised that a risk analysis should be carried out to justify whatever action is taken in all these areas. Stuart will seek to recover as much as possible of the expenses incurred in i, ii and iii above from the Parish Council as 'Covid Relief'.

## **8. Hall Bookings**

Angela reported:

- i. Bere Regis Surgery had booked the hall for a Flu Clinic on 19 September from 8am.
- ii. The Keep Fit class was booked every Monday until the end of the year.
- iii. The Yoga class will not be re-starting at present. It was unclear what was happening with the Pilates class.
- iv. There had been an enquiry about using the hall for a post-funeral gathering for 30 people. In principle this was agreed but the details in order to meet Covid requirements would need to be

discussed.

- v. The booking by the Occasional Singers in October was unlikely to go ahead.
- vi. The e-mail address on the on-line booking form had become corrupted. Allan will look at this.

#### **9. Hall decoration**

The decoration had been completed and there were no snagging issues. It was agreed that the open space in the mezzanine area would be insulated and blocked off.

#### **10. Skittle Alley floor**

Allan had drafted a letter to the Social Club asking them about the action they are taking to resolve the issues with the floor. Stuart said he had already raised this at the Club's Committee meeting.

#### **11. 100+ Club**

All the information is with the Club organiser. Numbers remained at 139 (*post meeting note – now 140*) members which would nett a profit of approx. £1,000.

#### **12. Correspondence**

Stuart had received a letter from the Parish Council in response to the S137 application for supporting funds. This advised that a grant under S137 was not considered appropriate but that £160 would be granted from the 'Covid Relief' fund. If the deadline for S137 applications was extended this would enable an application towards the cost of the dishwasher.

#### **13. Any other business**

- i. Roger gave his apologies for the next meeting.
- ii. Stuart reported that the Tuesday Coffee mornings were proving successful. The layout in the kitchen had been adjusted and plastic coverings were used on the chairs (these covers can be re-used after 72 hours). 'Book Let' was also helping bring customers in. He proposed, subject to sufficient volunteers being available, to also open on Saturday mornings until such time as the Community Group wish to re-start. He will inform the Community Group.
- iii. The arrangement with the Shop Committee to hold their meetings in the hall would be formalised.

#### **14. Date of next meeting**

Wednesday 7 October 2020 at 7.00pm.

Lesley Wilcox

Minutes Secretary