

The Village Hall

MILBORNE ST ANDREW

Notes of the Trustees' Committee Meeting September 30th 2020, at 7.30pm on Zoom

Present: Sarah Ryan, Ian Karley, Ed Frost, Rose Frost, Sandie Sach, Gren Davis, Linda Wright, Barbara Rawlings, Alison Riddle, Tanya Head, Eric Crichton (for a few moments)

- 1. Apologies for absence:** Sue Dawson and Jenny Balcon
- 2. Election of new Chair:** before the meeting Sarah Ryan had volunteered to become the new chair, which was agreed by all. Eric was going to chair the meeting until the new chair was elected but this was not necessary. Linda Wright has agreed to become secretary but due to work commitments it will be in a limited capacity; committee members agreed to take on any other work.

Sarah welcomed Tanya to the committee.

3. Minutes of the previous meetings and matters arising:

The minutes of the previous meeting in July were approved. Matters arising:

- **Zip wire:** Sandie has no update but will pursue matter: ACTION SANDIE
- **Swing seats:** Gren will put this up as soon as possible: ACTION GREN
- **Urn:** Ian will need a new invoice to send to Ed: ACTION IAN
- **The floor:** Linda's son had contacted the correct person; will have to chase this. ACTION LINDA
- **The new doors** Sandie will ask Liz if there are any leaks after the present heavy rain: ACTION SANDIE
- **The gutters:** Gren had a quote from Barry Andrews of about £400 this would hopefully include the asbestos down pipes. It was decided to go ahead.
- ACTION GREN
- **Hall chairs:** 10 new plastic chairs have been bought. The better ones will not be bought under the current restrictions. Ian will send invoice to Ed: ACTION IAN

Action points from the Zoom meeting in July:

- PAT testing had been done – thanks to Ian
- The CCTV is all up and working, Ian just has some routing to do.
- All plans for the kitchen are put on hold under present restrictions.

- 4. Correspondence and communications:** Pam had updated all the policies before she stepped down as chairman. Ed will add to website. ACTION ED

5. Finance:

- Although no income the balance is healthy at £34,380 75p thanks to the grant of £10,000. The insurance is 5% higher this year. Renewed contract with Vodaphone at £21/month with 6 months free. The water company has not billed us while the hall has been closed but Ed has informed them that Ladybirds are now using the hall. New contracts for gas & electricity two thirds of price of EON.
- Alison will be contacting user groups to inquire if they would prefer a refund for bookings paid for or to have this credited for use in 2021. ACTION ALISON
- At the moment getting the hall Covid safe has cost about £700.00

6. COVID :

- The Covid "team" have been very busy ensuring that the hall is safe. Also trying to keep up with changing rules. All signage is up and booking conditions are also up to date (as per rules of today!) All hirers must submit a risk assessment. At the moment only the line dancers have booked to return but Sarah is hoping to restart yoga. Liz needs to know who is using the hall after them.
- It was agreed that plans be put in action to perhaps start film nights in November depending on restrictions at that time. The bar (which makes the profit) could be open with table service.
- A card reader was thought to be a good idea and Ian will look into this. ACTION IAN
- Agreed to have some masks available for anyone arriving without one (for a donation)
- Question as to whether there should be a surcharge on hiring to cover Covid equipment but this was felt not acceptable as a grant has been received.
- Thanks to all the team who have worked so hard.

7. Management:

- No update on CIO

8. Maintenance:

- **Log walk:** Paul David has done the log walk.
- **Sheds:** Paul had removed greenery from behind these but said that they could do with some preservative on them. Discussion as to who owns which sheds not used by Ladybirds and the location of some of the keys. It may be best to remove the padlocks and attach new ones. Alison will ask Brian Burton about the Scout shed and Sarah will liaise with Liz. ACTION ALISON AND SARAH
- **Hedge trimming:** from request at AGM from Mike Hopper. Paul has quoted £50.00 each time (twice a year)

7. Forthcoming events: none

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8. Additional reports from user groups/ AOB:

- Alison asked if her husband and band members could hire the hall on a Sunday morning and this was agreed subject to Covid precautions.
- Amazon “smile” have asked if the hall would like to be a nominated charity – this was agreed. ACTION ED

9. Future meetings:

Tuesday 20th October at 7.30 pm. This will be zoom meeting again.

Meeting ID: 893 5887 8718. Passcode: 268484

The meeting finished 9pm

Standing Business Schedule

Meeting	Main Business
January	Set Budget and Rents
March	Agree Annual Report
April	AGM
May	Agree Year Plan / actions from AGM
July	Review Safety & Business Risks Undertake Safety Risk Assessment
November	Consider DRAFT Budget (for following year) / take user views