



**Minutes of Village Hall Management Committee Meeting (held on Zoom)
Wednesday 13 May 2020 at 7.30pm**

Present: Mike Baker (MB) (Chair), John Barrett (JB), Jack Calder (JC), Bill Jackson (BJ), Bernard Novell (BN), Linda Palmer (LP), Steve Smith (SS), Sally Wicks (SW), Bryan Urbick (BU), Roger Wood (RW).

NB In minutes: caretaker Paul Carter (PC).

Item		Action
1. Apologies	Yvonne Braby (YB)	
2. Minutes of last meeting	The minutes were approved and passed for publication on the GVH website.	BN
3. Matters arising	<p>Nothing further had been done on replacement wall lights for the Belleme Room because of the need to conserve Hall funds during the lockdown. For the same reason work on the new projector was on hold.</p> <p>Names for the proposed board listing Hall Chairs had now all been obtained, with help from Janet Hurst of the History Society. SW would email the list to BU, who would investigate options for producing the board but not incur expenditure for now.</p> <p>There had been no progress on appointment of a new trustee, since it was not currently possible for the candidate identified to observe a committee meeting.</p> <p>Further investigation of the Jazz Society's complaint would be deferred, since Jazz evenings were now suspended.</p> <p>SS had written again to Jeanette Rosato about action needed to close the TSB account but had had no response.</p> <p>Goring in Bloom had cancelled their plant sale. They confirmed they would not be providing hanging baskets this year.</p>	<p>LP,BN</p> <p>SW, BU</p> <p>MB</p> <p>SS</p>

	<p>Nothing further had been decided about the December Festive Fair, and of course it was now uncertain whether it would even be possible to hold it. SW would provide a spreadsheet of stallholders to BU, who would send them a suitable holding letter. It should be copied to BN to include in the Hall's Dropbox folder.</p> <p>The equipment inventories and instructions had been laminated and put up.</p> <p>BN had reviewed the fire risk assessment and health and safety audit. Required actions were gradually being dealt with, but a project should be planned to complete them. BN and MB would take this forward.</p> <p>The Hall heaters were out of use at present and no further action had been taken on the defective heater. RW was first exploring the possibility of arranging a new service contract, since the present arrangement with Dunphy was not satisfactory.</p> <p>The leak in the porch roof had been repaired.</p> <p>JB had provisionally set a date in August to discuss re-polishing the floor with the contractor but had explained that it might have to be deferred.</p> <p>No further work had been done on preparing a maintenance schedule, though in practice PC had caught up on much of the outstanding maintenance jobs. MB and BN would take this forward.</p> <p>Work on the loan equipment policy still had to be finished off.</p> <p>There had been no further action on updating the Terms & Conditions and Hall Usage Guide.</p> <p>There was little point in implementing a financial reserves policy in the present circumstances.</p> <p>MB had written to Goring in Bloom rejecting their request for a cabinet and had heard nothing back.</p> <p>SW had renewed the Hall's Costco membership.</p> <p>LP had not yet purchased umbrella stands.</p> <p>LP had advised the yoga class leader that the Hall could not store her equipment.</p>	<p>SW, BU,BN</p> <p>BN, MB</p> <p>RW</p> <p>JB</p> <p>MB, BN</p> <p>LP/SW</p> <p>MB</p> <p>LP</p>
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	<p>An updated list of trustees and wifi password had been laminated and put up.</p>	
<p>4. Chairman's report</p>	<p><u>Covid-19</u></p> <p>The lockdown was announced by the government on 23 March and the Hall was closed the next day. There had been only two bookings since then – one by the NHS for blood donors and one by a doctor using the Hall to take part in calls relating to covid-19 vaccine research.</p> <p>The Hall was likely to remain closed for some time, and when it was allowed to re-open social distancing would no doubt still be required. MB had calculated the maximum Hall capacity to meet the requirement for 2 metres social distancing and the figures were: Main Hall 32; Belleme Room 24, Garden Room 16. These figures should be useful to hirers when the Hall did re-open. There would have to be special arrangements for use of the toilets. Special terms and conditions and notices for users would be required. Oxford Community First would no doubt provide guidance as appropriate, but for the present their pre-occupation was helping village halls cope with the financial impact of the lockdown. Many were facing real difficulties, and GVH was fortunate to be in such a strong financial position. The Morrell Room in Streatley was also in a strong financial position, though they had had to furlough their employee. The U3A had offered financial support to the Hall and other sources of funding would be possible if needed but hopefully they would not be.</p> <p><u>CIO</u></p> <p>The possibility of registering the Hall as a CIO and drawing up a new constitution for this had been thoroughly explored. The issue that had arisen was that the Charity Commission normally expected the CIO to own the asset for which it was financial responsible but the Hall was owned by Goring Parish Council. If the Council was to consider transferring ownership a detailed case for this would have to be made out. BU commented that the Council itself would have to carry out a formal process to justify transferring an asset, which would probably cost several thousand pounds in professional fees. In the circumstances, since there was little financial risk to the trustees at present given the Hall's strong financial position, it was agreed not to proceed further on this matter for now.</p> <p><u>PC's job list</u></p> <p>MB had circulated PC's list of the jobs he had done in the last 2 months and those he planned to do. This work had resulted in</p>	

	<p>quite high charges, which could not continue at such a rate in the Hall's present circumstances. BN said that all the jobs were things PC had been asked to do, and he was just using the opportunity of the lockdown to catch up. The backlog had largely been cleared, and PC had plenty of outside work, so would not need to do unnecessary work at the Hall just for the sake of it. It was possible there had been some duplication of garden work done by Ginger Goddard. BN and LP would clarify with PC exactly what garden work he would do, and BN would then tell Ginger not to do it.</p> <p>Concern was expressed about the impact of the lockdown on Bill Norman. BN reported that he had met Bill, who had assured him that he did not need the income and there was no cause for concern on his behalf.</p>	
5. Treasurer's report	<p>SS reported that there was just over £29000 in the bank. There had been almost no income over the past 2 months. Outgoings had also decreased significantly apart from Paul Carter's costs and the monthly standing charges (which were at a low level). Only two bookings refunds had been requested and made. The Hall was holding quite a large amount in advance bookings, which meant that when it re-opened there might be a period when expenditure returned to normal but not much income was received. SS will ask Bill Norman to let him know the amount involved.</p>	SS
6. Fundraising events	Nothing new was planned at the moment.	
7. Social media update	<p>JB reported there had been very little activity. He would post an update as soon as there was anything to report on the possible re-opening of the Hall.</p> <p>Discussion turned to the Hall's internet supply. SS had managed to talk to BT. They had withdrawn their offer of £29 per month, and the best they would now offer was £45 a month if the Hall signed up for a 2 year contract, during which BT could increase the charge. JB was investigating possible alternative providers. Many quoted lower prices but these were generally for residential contracts. He was seeking advice from a price comparison company, and awaiting their response. It would be necessary to consider not just price but quality of service, bandwidth and so on. BJ mentioned that he found SSE a satisfactory provider, and they had told him they could provide a similar deal for a Village Hall. JB would continue his investigations and report back.</p>	JB
8. Maintenance, repairs & improvements	All matters had been covered in earlier discussion.	
9. Policy updates	All matters had been covered in earlier discussion.	

pending		
10. Turret clock survey	BN would now carry this out with help from MB.	BN, MB
11. Any other business	BN has cleared up old material from the notice boards. BN would review what the website said about the lockdown and amend as necessary.	
12. Dates of future meetings	08 Jul 20, 09 Sep 20, 11 Nov 20, 13 Jan 21	All