



**Minutes of Village Hall Management Committee Meeting (held on Zoom)  
Wednesday 8 July 2020 at 7.30pm**

**Present:** Mike Baker (MB) (Chair), John Barrett (JB), Jack Calder (JC), Linda Palmer (LP), Steve Smith (SS), Sally Wicks (SW).

NB In minutes: caretaker Paul Carter (PC).

Item		Action
1. Apologies	Yvonne Braby (YB), Bill Jackson (BJ), Bernard Novell (BN), Bryan Urbick (BU), Roger Wood (RW).	
2. Minutes of last meeting	The minutes were approved and passed for publication on the GVH website.	BN
3. Matters arising	<p>Matters arising from previous meetings (other than those discussed elsewhere) were:</p> <p>a) Replacement lights and projector mount in Belleme Room still held over due to the need to preserve funds.</p> <p>b) Board for listing Hall chairmen on hold for the same reason.</p> <p>c) No progress on appointment of new trustee. MB to contact Derek Robindon to see if he is still interested.</p> <p>d) SS had attempted to contact Jeanette Rosato but had no response so has given up. There are no longer any funds in the TSB account.</p> <p>e) Because of the pandemic, the unlikelihood that food can be served, and the need to engage stallholders a long time beforehand, SW will write to stallholders to say the December Festive Fair will not be held this year, but it is hoped to run it in 2021.</p> <p>f) BN and MB have yet to review the final elements of the fire risk and H&amp;S assessment.</p> <p>g) No update from RW on potential new service contract for the heaters.</p> <p>h) No new date set for re-polishing the floor. JB ready to progress this when required.</p> <p>i) No work on putting together a maintenance schedule, due to the pandemic.</p>	<p>LP,BN SW,BU</p> <p>MB</p> <p>SW</p> <p>BN,MB</p> <p>RW</p> <p>JB</p> <p>BN,MB</p>

	<p>j) Umbrella stands had been purchased and put in the Hall.</p> <p>k) SS had established from Bill Norman that hire fees paid in advance were around £3000.</p> <p>l) A new internet service contract with Plusnet had been agreed at about half the price of the BT contract. Details of the new name and wifi password had been put up in the Hall.</p> <p>m) The Turret Clock survey had been completed.</p>	
4. Chairman's report	<p>MB had established that the water softener accounted for the high water usage when the Hall was closed. It had been turned off. A leak in the kitchen had been fixed. MB had labelled buttons on the stage lighting controller. A researcher from Imperial College working on the pandemic was still using the Hall as a temporary office, and would arrange to work around other users when the Hall reopened.</p>	
5. Treasurer's report	<p>SS reported there was around £27000 in the bank. Nothing was coming in. The base cost of running the Hall when open was £6000 a year, nearly £120 a week on average, costs being higher in winter. Bookings in the near future were unlikely to cover weekly costs, but the Hall was not in financial difficulty at present, and it was important to make it available for community use.</p>	
6. Covid-19 preparations for reopening	<p>a) Legislation and guidelines</p> <p>Further guidance had been received from CFO. This clarified the position on occupancy. Meetings of more than 30 could be allowed in the Hall; 32 was the maximum number that could be accommodated with 2 metre social distancing, but people in a group from the same household did not have to distance from each other, which might make a larger number than 32 possible. The guidance clarified that yoga and pilates were still not permitted. MB would start drafting the Hall's risk assessment and guidance for users in the next few days</p> <p>MB had received further responses from regular hirers about restarting to use the Hall. The Macular Society wanted to restart, but would do so only when the kitchen was available. Sarah Guppy was keen to hire the Hall for the November Craft Fair, but was concerned there would not be enough space with 2m social distancing. She would like to use the kitchen but could do without if necessary. The Comedy Club were disappointed at not being allowed to use the Hall for now, particularly since other users were advertising events. One such was the Jazz Society which had advertised performances in October and November, but BJ was fully aware that these would have to be cancelled if current guidance was not changed. MB had discussed with Sarah Pye the art show advertised in GGN, and she too accepted it would have to be cancelled if covid-secure arrangements were not in place.</p>	MB

	<p>b) Physical preparations All chairs had been moved onto the stage. BN had started purchasing equipment, but Amazon were quoting an August delivery date for sanitiser, and he was investigating other sources to tide the Hall over in the meantime. The location of notices to users had been worked out. The question of where used paper towels should be stored pending disposal had been discussed. MB remained of the opinion they should be kept in the Garden Room. This would make it difficult to allow hire of the Garden Room, but hire of rooms other than the Main Hall would complicate cleaning. Hirers should be charged the fee appropriate to the room they normally used, but the default position should be that they should use the Main Hall unless they could demonstrate a strong case against this.</p> <p>c) Cleaning and booking procedure LP and SW had produced a good draft, which would need further amendment to reflect comments received, including no need to supply hirers with gloves; clarification on maximum numbers; advice on using the thermometer, plus provision of wipes; completion by PC of the sheet showing date and time of cleaning; and responsibilities if someone using the Hall contracted covid-19. That person was responsible for advising Track and Trace; the hiring organisation was responsible for advising others who had attended the event, and advising the Hall. The Hall would be closed for 72 hours and cleaned before reopening. The Hall would advise any hirer who had used the Hall between the event and the closure.</p> <p>d) Publicity JB and MB had drafted a statement, which GGN confirmed they would publish in their next issue and Genie within 10 days. The same statement had been posted on the Hall website and on Facebook, and a cross reference made to it on Twitter.</p> <p>e) Insurance The Hall's insurers had confirmed in an unsolicited email that the Hall would be covered on reopening if it could certify itself as covid-compliant.</p>	BN
7. Social media update	Nothing to report	
8. Maintenance, repairs & improvements	The fire detection system was showing a fault. Restarting it had not solved the problem. MB would investigate further and decide what action was required.	MB
9. Policy updates	The Loan of Equipment policy had been completed and would	

pending	<p>be operated by SW and LP. Details would be circulated and it would have to be advertised and placed on the website. MB to discuss with BN.</p> <p>No further work had been done on hire Terms and Conditions and the Hall usage guide.</p>	<p>MB,BN</p> <p>MB,BN</p>
10. Any other business	MB would establish whether the blood donor booking on 22 July required kitchen access. He would also ask if PC could observe the clean up afterwards to see how it was done. LP to advise PC accordingly.	<p>MB</p> <p>LP</p>
11. Dates of future meetings	<p>Before the Hall was reopened a final meeting would be held to sign off the preparations, at a date to be notified.</p> <p>Next scheduled meetings: 09 Sep 20, 11 Nov 20, 13 Jan 21</p>	All