



**Minutes of Village Hall Management Committee Meeting (held on Zoom)  
Wednesday 9 September 2020 at 7.30pm**

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

NB In minutes: caretaker Paul Carter (PC).

Item		Action
1. Apologies	Yvonne Braby (YB), Bill Jackson (BJ), Bernard Novell (BN), 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>a) The replacement lights and projector mount in the Belleme Room were still held over for the same reasons as before.</p> <p>b) The board listing Hall chairmen was likewise still on hold.</p> <p>c) No progress on appointment of new trustee. SW suggested re-advertising and specifying the skills required, particularly fund raising. MB had been unable to contact Derek Robinson. It was suggested he approach the History Society for contact details.</p> <p>d) SW had written to stallholders about the cancellation of this year's Festive Fair. Several had replied to say how much they valued the fair and looked forward to it being run in 2021. A short notice about the fair would appear in the next GGN.</p> <p>e) BN and MB had yet to review the final elements of the fire risk and H&amp;S assessment.</p> <p>f) RW was still investigating a possible new service contract for the heaters. Currently two were not working and he would investigate.</p> <p>g) No new date set for re-polishing the floor. JB ready to progress this when required.</p> <p>h) No work on putting together a maintenance schedule, due to the pandemic.</p> <p>i) The fire detection system was now working. The problem reported at the last meeting probably resulted from a dirty sensor. The system was due for its annual review on 23</p>	<p>LP,BN SW,BU</p> <p>MB</p> <p>BN,MB</p> <p>RW</p> <p>JB</p> <p>BN,MB</p>

	<p>September.</p> <p>j) The loan of equipment policy was complete but not published, since use of equipment was discouraged during covid-19 restrictions.</p> <p>k) The blood donor booking had gone successfully. Use of the kitchen had not been required.</p>	
4. Chairman's report	<p>July had been busy with preparations for re-opening, which was achieved in time for Sarah Pye's art show. MB thanked the committee for their efforts. BN and RW had fitted out the Hall with signage, sanitisers, bins and so on. LP and SW had put the thermometer and wipes in place with instructions for use. Guidance notes for hirers, a risk assessment and instructions to Bill Norman on dealing with hire applications had all been prepared (thanks to YB). The guidance had been updated for new rules on mask wearing, and on live performances (still subject to some restrictions).</p> <p>Bill Norman had discussed all hire applications with MB. They included two art shows, one furniture sale, Theatre Club, Centurion Running, Yoga and Perform, which had all gone ahead, in some cases after further discussion. At some events the one way system had not been followed properly; this had not mattered because of the low attendance, but it would have to be watched in future.</p> <p>The government had just announced new restrictions. Revision of the guidance would need to await the detailed instructions that would follow, but already Goring Friendship had cancelled a booking in anticipation of these restrictions.</p> <p>SW said the yoga class, with 15 people attending, had been run in a very safe and efficient way, and she very much hoped it would be able to continue. BU mentioned that South Stoke Hall thought yoga classes had to allow 9 square metres per person. He would research this. If any changes were necessary because of this or because of new government instructions LP would advise the class leader.</p>	BU/LP
5. Treasurer's report	<p>SS reported there was around £28200 in the bank. The balance had been boosted by the £1000 received from Centurion Running. Apart from that little was going out or coming in.</p> <p>SS and MB had been trying to establish whether the Hall could get a grant of up to £10000 available from SODC (as the Morrell Room had done), but had been frustrated by delays and other difficulties. BU said Maggie Filipova-Rivers had been helpful in sorting out such problems, and if SS sent him the latest correspondence he would ask her to assist.</p>	SS/BU

6. Social media	<p>JB had publicised the Hall re-opening on social media and also flagged up the first art show, but there had been no other major events to report.</p> <p>MB said that upcoming jazz evenings had been publicised in Round &amp; About. He had explained to BJ how social distancing would limit audience numbers and BJ accepted these events could not go ahead with such low numbers. He would cancel the October booking and refund payments received, but hoped restrictions would be relaxed to allow later ones to go ahead.</p>	
7. Maintenance, repairs & improvements	<p>A ceiling light in the Main Hall was defective. MB had asked Colin Silvester to fix it.</p> <p>The Heatmaster system had been connected to the new router. PC had fixed a fire exit door that had been sticking.</p> <p>PC planned to pressure wash the side path, which was now being used more.</p> <p>SS said he had not received an invoice from PC for some time for work done and his £50 monthly retainer. What was the committee's view on paying the retainer for the period the Hall was closed? LP said the previous treasurer had paid the monthly retainer without an invoice. The committee agreed it should continue to be paid, including for the period the Hall was closed, since PC was a highly valued worker whose services it was important to retain. LP would explain the position to PC.</p>	LP
8. Policy updates	There had been no further work on policy updates.	
9. Any other business	<p>BG had approached JB about a possible £500 grant for fitting an electric car charging point. After discussion with various committee members it had been agreed not to take this up.</p> <p>MB said hirers were advised there were 2 metre markings on the walls and they should not make markings on the floor. But some might find floor markings useful and there was a risk they might disregard the advice and damage the floor. JB would seek advice from Conrad Park the floor polishing contractor on whether low tack tape or any other solution would avoid damage to the floor, so that consideration could be given to advising hirers that this was allowed.</p>	JB
10. Dates of future meetings	11 Nov 20, 13 Jan 21	All