



**Minutes of Village Hall Management Committee Meeting (held on Zoom)
Wednesday 11 November 2020 at 7.30pm**

Present: Mike Baker (MB) (Chair), John Barrett (JB), Yvonne Braby (YB), Jack Calder (JC), Bernard Novell (BN), Linda Palmer (LP), Steve Smith (SS), Sally Wicks (SW), Roger Wood (RW).

NB In minutes: caretaker Paul Carter (PC).

Item		Action
1. Apologies	Bill Jackson (BJ), Bryan Urbick (BU).	
2. Minutes of last meeting	The minutes were approved and passed for publication on the GVH website.	BN
3. Matters arising	a) The following matters remained on hold because of the pandemic: - replacement lights and projector mount in the Belleme Room; - board listing Hall chairmen; - re-polishing floor; - maintenance schedule; - review of fire risk and health and safety rules. b) Other matters arising are covered under separate headings below.	
4. Chairman's report	<p>In the last couple of months the Hall had been booked by a number of hirers including dog training, Goring Unplugged, Centurion Running (3 times), Phoenix Cycling, a furniture sale, yoga, Perform and NHS blood donation. Hirers seemed to be following the rules fairly well, the arrangements for setting out and cleaning by PC were working, and the Hall was in good condition (subject to matters discussed at section 7 below).</p> <p>The furniture sale did not happen because the hirer omitted to obtain a key; no payment was received. A member of the public had objected to Centurion Running's use of the Hall, and this had been resolved. Government guidelines on yoga and pilates had been reviewed, as discussed at the previous meeting; they limited numbers to 18, which was satisfactory for the yoga class.</p>	

	<p>A couple of other bookings had been cancelled because of the new lockdown restrictions announced on 5 November, and the Hall would now be unavailable for most hires.</p> <p>Perform claimed they could continue hiring during the lockdown because they provided a wrap-around educational care service, and were registered to do this with OFSTED. But they had provided no documentary evidence, and guidance on the new lockdown rules had not yet been published. Tessa might be able to advise on the matter, but subject to that the committee felt the onus should be on Perform to establish that they qualified to continue their activities.</p> <p>The Committee was still short of one Trustee. MB would approach Derek Robinson again and also proposed to put an article in GGN. This should spell out the responsibilities the new Trustee was expected to take on.</p>	<p>MB</p> <p>MB</p>
5. Treasurer's report	<p>SS reported there was around £34600 in the bank. There was not much activity, with only a few bookings and few outgoings. SS had not received an invoice from PC for the last two months and would chase this up. He had established with Bill Norman the amount of the hire fees paid in advance and held on credit. He had issued a credit note to the Arts Society at their request and had refunded £400 to the Jazz Society. The total held on credit amounted to £3800, which would be shown as a provision in the year end accounts. SS proposed continuing to hold on to these credits, but any request for repayment would be considered.</p>	SS
6. Social media	<p>JB reported that there had been little to advertise on social media since so little had been going on. This was unlikely to change until current restrictions were relaxed. MB confirmed that the Hall's main web page had been updated.</p>	
7. Maintenance, repairs & improvements	<p>Colin Silvester was still working on replacing the defective ceiling light.</p> <p>RW had found a gas engineer to inspect the Hall's appliances and provide a Landlord's certificate, now in the Hall's Dropbox file, and had arranged a date for the next annual inspection. There were issues with three of the heaters. Two needed thermocouples replaced, but there were other issues requiring replacement of expensive valves. RW would get costings and advise the committee. The heaters had been bought in 2013 and would cost £1500 each to replace, so it seemed sensible to re-condition rather than replace them, if possible, particularly given the low expected use this winter. Three of the Hall heaters were now operating in practice so long as the thermostat setting was kept to a maximum of 4, which was enough to produce a</p>	RW

	<p>reasonable room temperature if they were put on early.</p> <p>RW and BN had put up paper towel holders, and spares were available.</p> <p>The Hall's broadband was working again. The Plus Net router was defective and would be replaced, but in the meantime the BT router was being used as a substitute.</p> <p>Part of the fire escape path on the right of the Hall and also the path on the left of the Hall were slippery and needed cleaning. BN would ask PC to do this.</p> <p>RW mentioned that a gutter on the left of the building was leaking. He would see if he could fix it, or otherwise ask PC to do so. BN had some gutter seals if required.</p>	<p>BN</p> <p>RW</p>
8. Policy updates	No further work was required on these at present.	
9. Any other business	<p>BN had accepted a kind offer of two large banqueting tablecloths from Joe Ritchie.</p> <p>BN had cleaned up the Hall noticeboards.</p>	
10. Dates of future meetings	13 Jan 21	All