



# Wenhaston Village Hall Management Committee

**Charity Number: CN 1001694**

**Registered name: Village Club**

**Trustees: Parish Council**

## MINUTES

### Wenhaston Village Hall Management Committee meeting On Monday 10<sup>th</sup> August 2020

**Present:** Sally Amery (SA); Vice Chair and PC rep - Peter Wildish (PW)

**Bookings Secretary** - Jane Peters (JP).

**Committee members:** Café and village rep – Kevin Dean (KD); Commons Group - Jan Clements (JC); Drop In Club - Eileen Hayes (EH); St Peters Church rep – Jenny Jeffrey (JJ); WI rep – Carol Hudson-Jary (CHJ); WPG rep - Lyn Gedny (LG); Mac McKeown (MM), Alastair Wilford (AW).

**Village representative members:** - Richard Atkins (RA).

1. **Welcome and Apologies** - Trish Gower and Christine Buttle.
2. **Minutes of the Committee meetings of 29<sup>th</sup> January, 26<sup>th</sup> February and 15<sup>th</sup> March** were unanimously approved as well as the minutes of the Action Group meeting of 21<sup>st</sup> July.
3. **Adopt H & S Review and Fire Risk Assessment carried out in March 2020.** These were approved and adopted by the Committee.
4. **Committee structure following new members at the AGM.** MM and AW are elected members leaving one spare slot for a Treasurer. KD is the café rep and village rep. All voted in approval.
5. **Matters arising.**
  - a. Following Government advice, the hall was closed on Monday 16<sup>th</sup> March.
  - b. Following PO advice, the PO closed on Tuesday 24<sup>th</sup> March, as it was hosted in premises which were themselves shut.
  - c. Liz Hill resigned 27<sup>th</sup> May due to new full-time commitments.
  - d. Janice Girling now cuts the grass.
  - e. CB has taken over planting and caring for the troughs and border.
  - f. Archive files in the loft have all been sorted out.
  - g. Boiler shed roof repaired by David Cox and finished off by JC and RA.
  - h. Ian Bigwood, KD and Nick and SA planted the hedge and have a watering rota in place.
  - i. Zoom meetings during shutdown were considered at the end of April and the majority weren't very keen and were happy to be kept informed via email.
6. **Financial report and grants update - NA and SA.**
  - a. Details of the financial situation from 1<sup>st</sup> April to 10<sup>th</sup> August were distributed. During this period expenses amounted to £3,581. We received the Government Retail, Hospitality and Business grant of £10,000 on 23<sup>rd</sup> April and our income for the period which included the March quarterly invoices amounted to £11,531. This resulted in a surplus of £7,949. We were unable to transfer this to our investment account at CAF (Shawbrook) because they weren't handling cheques during the COVID-19 crisis, but interest rates are negligible anyway. The balance in our Santander account is currently £23,157 and CAF account is £12,060.
  - b. The cash flow up to the year end was circulated and after projected known expenses and possible limited income our Santander account will fall to £13,900 by the year end.

- c. Electricity monthly payment was reduced from £68 to £40 in April.
- d. PPL PRS licence was paused and the period the hall was closed will be added to the term.
- e. Premises licence – there is no provision for refunding or extending the licence.
- f. The Film licence was due in April and an extension was requested but they have not been in contact since and didn't invoice us either.
- g. Grants are mostly skewed towards front line COVID-19 support but grant possibilities are being checked via the Funding Portal at CAS.
- h. Prior to COVID-19 lockdown Council grants were set to be amalgamated/changed this year and PW/SA will follow this up.

**7. Discuss the COVID-19 situation and the measures taken by the Action Group and adopt the documentation produced.**

- a. Acre/CAS advice received. Basic rules which we are obliged to follow:
  - i. Don't visit the hall if unwell.
  - ii. Use hand sanitizer.
  - iii. Wash hands regularly.
  - iv. Catch it, bin it, kill it.
  - v. Social distancing.
  - vi. Plenty of ventilation.
  - vii. One-way systems if appropriate.
  - viii. Keep log of attendees for Test and Trace.
  - ix. Extra attention to cleaning. The Action Group decided to continue Janice's weekly cleaning schedule and the Committee agreed.
- b. Hall COVID-19 risk assessment was discussed and unanimously agreed and adopted.
- c. Special Conditions of Hire during COVID-19 which are supplemental to our existing C of H were agreed and unanimously adopted.
- d. COVID-19 secure poster which we must display was unanimously agreed and adopted.
- e. COVID-19 Re-opening questionnaire to send to the regular hirers was changed slightly and unanimously agreed and adopted.
- f. Sample COVID-19 Risk assessment for hirers was unanimously agreed and adopted.
- g. A frequently asked question in the Acre (CAS) advice was: **Q. If an outbreak of COVID-19 is traced to our hall, will we, trustees, or staff, be held liable?** **A.** If those responsible for managing the hall use reasonable endeavours to ensure the hall is cleaned and maintained in accordance with the COVID-19 Secure Guidelines, have prepared a COVID-19 Risk Assessment and have written records of the action taken, this should reduce very substantially the risk of being held liable. Providing this is the case, and any insurer requirements met, any liability should be addressed in the usual way by the hall's public liability cover and legal expenses cover. Not only would a claimant have to prove the committee had been negligent and that they caught the disease at the premises, they may be held to bear responsibility themselves by putting themselves in harm's way.
- h. A cleaning tick list will be prepared for Janice, hall hirers and volunteers to complete.

**8. Agree procedure for re-opening the café bar.**

- a. The proposals for re-opening the café were unanimously agreed and adopted. The costings for the Perspex screen were agreed and the free-standing signs discussed and agreed. Volunteers will finish these quickly in time for the hall to re-open.
- b. Ten volunteers have agreed they will help, which is viable, so the café team are ready to re-start early in September, with three volunteers for each session to manage the additional cleaning and management. All helpers will wear face screens and for the

initial session pre-wrapped cake and biscuits will be served. Other volunteers will set up the hall on Friday afternoon and sanitize tables and chairs and frequently touched surfaces. Help may be needed to clear away afterwards.

**9. Agree procedure for re-starting cinema evenings.**

- a. The Cinema team are ready to re-start in September along the lines suggested.

**10. Booking secretary report – JP.**

- a. The hall has been closed since 16<sup>th</sup> March and quarterly invoices for the first quarter amounted to £1,503. There is another Blood donor session booked for 21<sup>st</sup> August. A provisional booking for the Parish Council in August has been cancelled. Blyth Spirits enquired about booking monthly for the third Wednesday in the afternoon once the hall re-opens which we can accommodate. The WI are hoping to be able to meet on 2<sup>nd</sup> September.
- b. Due to the changing situation with the COVID-19 regulations, JP will email any enquiries other than for regular groups to SA for advice and then the Committee will decide if we can host them. Eg at present weddings and private events are limited to 30 people with no loud music which would make people raise their voices. Singing not allowed by amateur groups or band rehearsals. Indoor sport exercise ok from 25<sup>th</sup> July. Performances ok from 1<sup>st</sup> August.
- c. Other existing bookings for larger events were discussed and the Committee unanimously agreed that due to social distancing issues the Church jumble sale cannot go ahead on 12<sup>th</sup> September or the Elizabeth Hospice material sale on 24<sup>th</sup> October. JP will advise hirers.
- d. Walberswick village hall enquired about our situation and will be reviewing their own month by month. Holton village hall are meeting later in August to decide.
- e. Hire rates remain the same and extra time will be allowed for hirers to clean frequently touched surfaces before the start and finish of their hire.
- f. JP's monthly payment was discussed during shutdown when JP carried out her normal duties and also carried out other tasks. The Committee agreed to continue payments in anticipation of a much busier time once the hall re-opens.

**11. Discuss the situation for Kurling, craft market and entertainments. EH and CHJ.**

- a. Kurling will not re-start immediately and will be kept under review.
- b. The Craft market will be unable to re-start until after the new year due to social distancing issues. In future CHJ's partner Terry will assist her in place of PW.
- c. Other entertainment events will not take place until after the New Year.

**12. Discuss and decide on a date for re-opening the village hall.**

- a. The Committee agreed to partially re-open the hall for some activities on Tuesday 1<sup>st</sup> September subject to Government guidance and in accordance with the COVID-19 regulations. This decision will be subject to change at short notice if we are advised by the Government to close or suspend some activities.
- b. SA will draft an article for the Warbler to be agreed by the Committee.
- c. JP will circulate the regular hirers with the relevant COVID-19 documentation approved by the Committee. This includes a questionnaire asking when hirers wish to return to the hall subject to the COVID-19 Conditions of Hire which are supplemental to our normal Conditions of Hire.

**13. Defibrillator contract – JC**

- a. JC reported on the situation with the maintenance contract which the Co-op put in place for the defibrillator. This is due to expire in November 2021 but doesn't really add to

anything we don't already do. The battery costs approximately £200 and the electrodes last less than a year and cost £54 each. The Parish Council have covered the costs. JC carries out weekly and monthly checks to make sure it is in good working order.

**14. Maintenance update and forming the new team – SA.**

- a. A new team was agreed MM who will lead, AW, LG, Nick Amery and Roger Claxton. The existing terms for the team will be circulated.
- b. The updated Maintenance plan has been circulated.
- c. The MS Committee room was finished shortly before lockdown.
- d. The Lobby and hallway were re-decorated by volunteers working alone during lockdown. Mr Segundo's picture will be re-hung in the Committee room, in view of the fact that the only wall space in the hall lobby is being used for our COVID-19 hand sanitizer and notices we have to display.
- e. Janice put a refresher on the hall floor to protect the seal and prolong its life.

**15. Roof repairs – SA.**

- a. The roofer we had selected was cancelled due to constant delays and challenging communications.
- b. Les McBride who has done excellent work at the hall before, has quoted for the Tardis roof repairs and his quote of £3,720 has been accepted and work will hopefully take place during August. The Committee all agreed that he will also be asked to inspect the PO flat roof. It was last done in June 1993 and guaranteed for 15 years!

**16. Projects update for 2020.**

- a. Preliminary work to the Bio-mass boiler to enable more free energy to be used by the hall is complete. Roger Claxton designed and carried out the work and donated all the cost of the fittings and preparatory work on the boiler (approx £300 plus). His neighbour Paul Cantwell and Nick Amery helped get the boiler to the fabricators. Roger, RA, AW, MM and Nick installed the cabling to the boiler shed and RA and Nick are sharing the cost of this cabling. This work therefore hasn't cost the hall anything. The cost to complete the work are approximately £1,265. Donations of £400 towards this have been offered. The grant funder who awarded us a £500 grant for the stage project will be asked if we can use it for this work instead. Meter readings of the inverters are now being kept. The Committee agreed to proceed with this work. A decision on whether we replace the faulty inverter will be taken at a future meeting.
- b. Stage project part 3. In view of the current situation this project will be parked for now.
- c. Replacing the lobby and corridor flooring (no quotes yet). This will also be parked for now.
- d. Plans to install a kitchen extractor or cooker hood have also been postponed for now.

**17. Water leak and insurance claim update – SA.**

- a. Wave, who invoice our water bills, have finally replied to say the required account adjustment is with their specialist billing department but is held up due to a technical issue. Until they finalize this, we cannot progress the claim for the water loss from our insurance company.

**18. Correspondence.** There was none.

**19. Any other business.**

- a. The Committee unanimously adopted the Equal Opportunities Policy.

**20. Next meeting** – This will be on Monday 5<sup>th</sup> October in the hall at 2pm.

