

MINUTES

Meeting of Wenhaston Village Hall Management Committee 12th May 2021

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

Booking Secretary - Jane Peters (JP).

Committee members: Café and village rep – Kevin Dean (KD); Commons Group - Jan Clements (JC); Drop In Club - Eileen Hayes (EH); WI rep – Carol Hudson-Jary (CHJ); Mac McKeown (MM); Christine Buttle (CB).

1. Welcome and Apologies.

- a. AW sent his apologies.

2. Minutes of the Committee meeting of 7th December 2020 were accepted as a true record.

3. Matters arising.

- a. This is the first time we have been able to meet for over five months and in the meantime, decisions were made by email as agreed by the Committee.
- b. We unanimously agreed to go ahead with this meeting, the week before Step 3 to ensure all the re-opening procedures are agreed and followed, in line with the regulations.
- c. Wave finally sorted out the invoicing for the water leak after a year and our claim for £5,092 was settled by our insurance company. The monthly direct debit of £22 has since been reinstated.
- d. The Committee voted unanimously on 11th Jan to accept JP's proposal to stay on the Committee as a Village representative, after she stands down as Booking Secretary at the AGM.
- e. We unanimously agreed not to re-open the village hall after Christmas until 16th January to give a quarantine period after the festivities. However, this was superseded by the third lockdown which took effect from 5th January 2021.
- f. Following receipt of further Government grants along with a generous private donation, we agreed unanimously to proceed with the new hallway safety flooring and to include the ladies and disabled toilets.
- g. The biomass boiler adaptations are working well and we are using free energy from the solar panels to help heat the boiler, which feeds the hall radiators. As a result, we were offered private donations to replace the faulty third inverter to increase our usage of free energy. The contributors were thanked for their generosity and work proceeded. A log of meter readings is being kept to monitor savings.
- h. Due to the continuing lockdown, the Committee considered holding the AGM via Zoom, but decided against this as some members and regular attendees could not participate. The AGM was therefore delayed to the end of March. In the meantime, ideas were put forward for future projects and as a result it was agreed to redecorate the Tardis and ladies and disabled toilets. Other ideas will be investigated for consideration when funds allow.
- i. The AGM was delayed again to the end of April due to lockdown continuing and then further delayed to the 26th May after Step 3 on the Covid road to recovery.
- j. The Committee agree to put an editorial in the Community News for the May copy.
- k. PW reported that the registration of the village hall land is completed.
- l. Once Covid Step 3 was confirmed on 10th May, the Committee unanimously agreed to re-open the hall on 17th May 2021,

4. Fire Risk assessment and Health and Safety Risk Assessment and other Policies.

- a. The Fire Risk assessment was reviewed and adopted by the Committee. LG will continue as Fire and H & S Officer.
- b. The Health and Safety Risk Assessment was reviewed and adopted by the Committee. JC will now be responsible for the First Aid box.
- c. All other policies were reviewed and updated with minor amendments.
- d. MM and LG reported that in future two people should conduct the alarm checks when volunteers have to use the ladder, for safety reasons.

5. Parish Council support.

- a. £3,200 agreed in 2020 was received towards our core costs for 2021.
- b. £5,000 agreed towards the roof repairs, will be released shortly.
- c. £2,750 already agreed towards core costs for 2021 by the Parish Council, will be released at the same time.
- d. There will be no further financial assistance available from the PC until their fiscal year 2022/23.

6. Financial report and cash flow.

- a. The year end accounts were checked and signed off by Sue Norris and reviewed and unanimously approved by the Committee.
- b. Nick Amery (NA) prepared the book-keeper's financial report from 1st January to 11th May which was circulated and unanimously accepted. Expenses amounted to over £16,000 and income nearly £23,000 resulting in a surplus of £6,500. As at 11th May the Santander bank balance is just under £27,000 and the CAF investment account holds £12,000. We have current liabilities of approximately £5,000 and anticipated income of £8,000. The roof repairs are ongoing.
 - i. We received a private donation of £2,000 towards the hall flooring and £500 Gift aid was claimed.
 - ii. Further Government Covid grants received totalling £8,440 and an unexpected Government Restart grant of £8,000 only this week.
- c. The affiliation and loft storage fees were delayed for six months at our last meeting. Now that we have been closed for a further five months, the Committee unanimously decided to cancel the fees for this year and invoice in January for 2022.
- d. A Cash flow to the end of October was circulated and discussed.
- e. The insurance renewal was £1,573.55. This represented a small increase for index linking and is the fourth year of a five year agreement.
- f. CAF have reduced the interest on our investment account from 0.80% to 0.30%.

7. Update on the COVID-19 situation.

- a. Janice and Jane have continued working during the latest lockdown.
- b. Revised ACRE documents sent round early April. Rule of 6 can include mixed households, otherwise similar restrictions will remain as before, until at least Step 4 on 21st June.

8. Re-starting regular fundraising events and other activities in 2021.

- a. KD reported that the Saturday coffee morning will start on Saturday 22nd May and Wednesdays will hopefully start after Step 4 at the end of June. The hall will be used whilst restrictions are in place and MM will organize volunteers to lay tables out beforehand to accommodate groups of six. TG can no longer handle the cash takings and other arrangements will be made. KD will put an article in the Warbler.

- b. LG reported that Men's breakfast will start on 2nd June and the cinema team have agreed to start on Saturday 5th June showing two films per month. LD will put an article in the Warbler.
- c. CHJ reported that the National Association of British Markets state that indoor markets can start on 15th June and hopes our Craft Market can start at the end of July after Step 4 is confirmed. The Committee agreed that if social distancing rules are still in place, the market could be held outside in the car park with the café in the hall. Market holders will be contacted and advertising will be carried out nearer the time. CHJ suggested purchasing appropriate bunting, which was agreed by the Committee and CHJ will notify the Chair of the total cost first.
- d. Kurling – JP and EH will review again after Step 4 with a view to starting at the end of July. A different day will be arranged as Friday evenings are not suitable now. Usual attendees will be contacted and an advert put in the July warbler.
- e. Garden show – JC reported that the show is proceeding as planned, unless social distancing rules prevent it going ahead.
- f. Other possible events were discussed with locally arranged events preferable, perhaps a quiz, to avoid paying deposits, in an uncertain future. CHJ will liaise with the Church to avoid conflicting with their plans.
- g. LG has checked the water supply temperature with regard to Legionella rules.

9. Booking secretary report.

- a. JP reported that the Elections took place in May and regular bookings are starting to return with Table tennis, Art and Craft and Darts resuming in May and Ukulele in June. Blyth Woods will hold their AGM in June and a wedding reception is booked for July. The café, cinema and men's breakfast are resuming. JP will contact regular groups again now that Step 3 is confirmed.
- b. Sue McKeown (SM) is taking over as Booking Secretary after the AGM when JP stands down.
- c. The Committee unanimously agreed to purchase a village hall mobile phone on a pay as you go tariff for SM to use. This can be passed to others when necessary and will avoid having to change contact details in the future. The smartphone has wi-fi, 4G and Bluetooth and the provider is O2. Six month's tariff will be paid for in advance.
- d. Hopefully the village hall email address can also be transferred.

10. Hall projects update.

- a. In view of the continuing Government support and the private donation received, the Committee unanimously decided that the new flooring in the hallway, ladies and disabled toilets should proceed and was completed in January.
- b. The Committee unanimously decided that other projects which were put on hold last year due to Covid, should proceed while the hall is shut during lockdown. Part three of the stage project was completed in January. This involved decorating behind the stage and the stage side room, fitting a new carpet and fire-retardant blackout blind.
- c. The faulty inverter was supplied and replaced by volunteers.
- d. The Tardis and ladies and disabled toilets were redecorated in February.

11. Roof repairs.

- a. After the heavy snow in early February, snow which had driven up under the roof tiles melted and came down in the loft and through the main hall ceiling. Previously to this, during the very wet winter, water ingress into the loft storage area had worsened. A roof team investigated and recommended a repair involving the

removal and re-seating of the solar panel brackets and replacing of cut tiles. The Committee unanimously agreed to proceed based on the costings produced and buy replacement tiles in the meantime, as they are no longer made and difficult to locate.

- b. Mark Norman of Solarworks successfully completed the job on Sunday 9th May. Roger Claxton (RC) led the project with MM assisting along with a large input of volunteer which saved the hall thousands of pounds in costs. All involved were thanked.
- c. Once the scaffold was erected it was clear that the bottom of the roofing felt was damaged above the gutter. Repairs to this were carried out by volunteers.
- d. Damaged ceiling tiles will be replaced by volunteers shortly ready for re-opening.

12. Maintenance update.

- a. A new plan for 2021 was proposed by SA and MM and circulated before the meeting. MM reported on progress to date and suggested work to take place during 2021 which will depend on Covid and the financial situation. NA is mending the dripping kitchen tap once RC has fitted a valve to restrict the cold water flow, which is too strong in relation to the hot water. The tap in the disabled toilet is faulty and RC is mending it.

13. New Committee after the AGM.

- a. AW, PW and SA confirmed they are standing down and all other members confirmed they are standing again. A new PC representative will be selected by the PC in due course
- b. Village reps are co-opted by the Committee and Christine, Kevin and Jane have been co-opted and will be re-affirmed at the AGM.
- c. Elected members
 - i. Last year MM and AW were elected. MM will now represent the musicians Black Deek Band who have been hiring the hall and will continue to do so from time to time. As AW has stood down, this year we will have three vacant elected positions for the Committee. One of these is held for the Treasurer and Linda Hammond (LH) has volunteered for this role.
 - ii. David Elliott (DS) has put his name forward as a Trustee.
 - iii. Voting will take place at the AGM.
- d. The other regular groups will be reminded they can nominate a member to stand on the Committee.

14. Correspondence.

- a. No additional correspondence was received.

15. Any other business.

- a. JC has continued to service the defibrillator, replacing the pads. A service contract put in place by the USA company which took over, expires at the end of the year but JC does the work anyway, so there will be no change.
- b. Investigations into changing the Charitable status of the hall from an Unincorporated Charity to a Charitable Incorporated Organisation (CIO) now that the land has been registered, were put forward and discussed. This will be considered further by the new Committee after the AGM.

16. Next meeting

- a. The AGM is on Wednesday 26th May at 7pm. The Committee agreed to meet at 6.30pm to get ready and meet potential new members. The AGM will be immediately followed by a short meeting of the new Committee whilst refreshments will be available.