

Shalfleet Village Hall Management Committee

Meeting Notes

Friday 1st May 15:15

Present:

Brian Mead (Chair)
Catherine Powell (Secretary)
Michael Beavis (Treasurer)

1. Welcome/Apologies

The Chair welcomed members to the meeting, which was held virtually via Zoom, due to Covid-19 restrictions.

2. Note resignation of Hilary Waitt and Ros Freeman.

Resignations had been tendered by HW & RF. The Chair had acknowledged these with individuals concerned. HW's role in provision of a successful Lunch Club at the Hall over a number of years was recognised with appreciation.

3. Approval of minutes of 6th March 2020.

These were approved and will be placed on the Shalfleet Village Hall website (MB) and circulated to Nick Oulton and Prue Osbourne (CP) for noting by the PCC. ACTION CP/MB

4. Touch-base meeting of 26th March 2020 and updates on actions from previous meetings.

An extra-ordinary virtual 'touch base' meeting was held on 26th March (via email) to discuss the impact of the Covid-19 crisis on VH activity. Progress on actions arising from previous meetings were also discussed and further updated at today's meeting, as follows:

Approved minutes of 17th January have been placed on website/shared with NO/PO.

Update on work to be undertaken/led by Peter Carter (PC): no progress as PC/contractors may not be working currently. MB promised to follow-up on the fitting of external sockets, the bench repair, fitting of the cycle rack and the sanding and sealing of the Hall floor. The above work could, we noted, be undertaken in line with the 'social distancing' requirements as the Hall is currently 'closed'. ACTION: MB to contact PC.

Car park: MB will also ask PC if there has been any progress with obtaining a quote for this work.

Update on use of hall by villagers: CP & RF had had to cancel their meeting to discuss. RF, although no longer a committee member, has expressed interest in continuing to help with organising village social activities. It was noted that no progress can be made on this until 'lockdown' restrictions are eased.

Mowing: BM confirmed that Chloe Sutherland will liaise with the contractor for meadow mowing.

5. Report from the Treasurer dated 25/03/20 to note updates/ discuss risks identified.

MB had provided a Treasurer's update to the touch base meeting on 26th March detailing the financial position of the hall that included committed expenditure and refund liability. Members were assured at that time that the financial position was sound.

6. Treasurer's Report

MB circulated a report, dated 28th April 2020, noting that the current bank balance is £11837.23. There had been a small reduction (£275.26) since last meeting on 6th March. A small amount of income had been received (£194.00) from hirers prior to closure of the Hall, but refunds amounting to £311.50, had been made for cancelled bookings. Necessary expenditure of £157.76 included a food temperature probe, electricity bills, website hosting, toilet rolls and cleaning materials. The Committee thanked MB for this report, as well as his earlier report for financial assurance purposes.

MB/BM also noted the need for a third signatory for the Hall Bank A/C. CP was to replace RF.
ACTION: MB to contact bank and permissions to be arranged.

7. Update on bookings

MB had agreed to take on responsibility for bookings on resignation of RF. A report, dated 28th April 2020, was circulated, updating on the postponement/cancellations of key bookings, including wedding reception bookings. There were two events in June, which had not yet cancelled or postponed: a wedding on 13th June and birthday party on the 27th June.

ACTION: MB to follow up with the parties concerned as to their wishes.

8. Fete and Christmas Fayre – update & risk assessment

MB/CP noted that the Fete (August Bank Holiday Monday) and Christmas Fayre (date tbc) may not be able to take place this year. The cancellation of the Fete would risk a significant income stream for the Hall and Church.

9. Appointment to Committee vacancies

This was discussed, as the PCC would normally make/approve membership. BM asked that names were suggested in due course ACTION: MB/CP would have a discussion outside of the meeting and suggest potential candidates. MB was thanked for taking on Bookings in the interim.

10. Date of next meeting: 3rd July 2020, 15:15.

Catherine Powell, Secretary

14th May 2020.