

Shalfleet Village Hall Management Committee

Meeting Notes

Friday 3rd July 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. Approval of minutes of 1st May 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

3. Update on approved works

MB provided an update on the various projects for improving the Hall. The floor sanding and sealing was nearing completion and the external power sockets had been installed. The sockets will require switching on from inside the building to ensure legitimate use. Access to the hall remains possible via the key from the coded key safe. It is anticipated that the seat repair/replacement of timber will be undertaken the week beginning 13th July. To date there is no quote for the car park.

4. Discussion re: re-opening the Hall in line with advice from the Diocese/Government

The government had just announced that 'community centres' could reopen from 4th July, but at the time of the meeting no specific guidance had been issued. Groups had begun to make enquiries about returning to the Hall, but it was thought that guidance may, for example, follow that provided for Church reopening (e.g. no singing/music). MB noted that extra cleaning would be required, alongside the provision of supplies of hand-sanitiser etc. CP wondered if groups could start to return if a 72 gap were enabled between bookings, and whether some classes could be held outside.

AGREED: To await the official guidance.

[Post-meeting note: guidance has now been issued and MB has drawn up two risk assessment documents and new T&C for hirers, dated 9th July 2020. We should note our thanks for this herculean task.]

5. Treasurer's Report

An action arising from the last meeting in relation to CP becoming third signatory on the Bank A/C had been completed.

MB circulated a report, dated 3rd July 2020, noting that the current bank balance is £11, 174.55. This is a reduction of £662.68 since last meeting on 1st May 2020.

There have been refunds amounting to £337.00 returned to hirers, due to cancellations, between last meeting and this meeting. These include booking deposits for parties and for one of the four

weddings booked for this year. The other three weddings scheduled for 2020 have left their deposits and rebooked for 2021 (Deposits held total over £500.00). There are now no remaining deposits for the rest of the year, so no more cancellation refunds are due.

Expenditure of £325.68 has included Calor tank rental, electricity charges and Fete Banners. Future expenditure will include the utilities charges, fire equipment maintenance and the costs of approved works. It was noted that some refund of electricity charges is likely given the current closure.

Accounts for income/expenditure from the previous meeting to 29th June 2020 were tabled. Deficit for the year to date is £698.36.

MB was thanked for his reports.

6. Update on bookings

MB provided a written report, dated 29th June 2020. We noted that the all the weekly regular hirers have been cancelled since Monday 16th March 2020 until further notice and refunds for these groups, as well as booking deposits for parties and weddings have been made. There are now five confirmed weddings for 2021 (three with confirmed dates). The committee are expecting this figure to increase.

MB was thanked for his report and his work as temporary bookings secretary.

7. Christmas Fayre/other fundraising ideas

It was hoped that a Christmas Fayre could be held on 14th November 2020. This involves inviting local craft makers to 'pay for a table' in the hall. It was hoped that refreshments could also be served; we would need to see what was possible given the Covid-19 restrictions in place at that time.

ACTION: MB to place date on website.

8. Appointment to Committee vacancies

This would await further steer from the PCC.

9. Date of next meeting: 4th September 2020, 15:15.

It was hoped that a socially distanced face to face meeting in the Hall may be possible.

Catherine Powell, Secretary

12th July 2020.