

Shalfleet Village Hall Management Committee

Meeting Notes

Friday 4th September 2020

Present:

Catherine Powell (Secretary)

Michael Beavis (Treasurer)

1. Welcome/Apologies

The Chair sent apologies due to recent illness. The presence of 2/3 members raised the question of **quoracy**; however MB/CP were keen to ensure that the arranged date provided an opportunity to meet face to face and gain an oversight of current Village Hall activities and issues at this time of continuing Covid-19 restrictions.

2. Approval of minutes of 3rd July 2020.

These were approved [with BM previously giving approval] 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. Actions arising

The date for the Christmas Fayre will be placed on the website.

4. Update on approved works/maintenance

We were able to 'walk around' the recent improvements to the hall; this included seeing the external sockets (together with the isolation switches) and see the hall floor looking good post the sanding and renovation. As yet, the outdoors seat has not been repaired, which is regrettable. As a safety measure it has been taken out of use until the wood has been replaced. To date there is no quote for the car park. The cycle rack has not yet been fitted. In the coming weeks MB is arranging the PAT testing of electrical items and the service for the boiler.

ACTION: MB to follow-up on outstanding jobs with Peter Carter.

5. Treasurer's Report & Accounts

MB circulated a report, dated 27th August 2020, noting that the current bank balance is £10,229.94. This is a reduction of £944.61 since last meeting of 3rd July 2020 & deficit of £1642.97 since the beginning of the year (non-recurring items amount to £1649.29).

Income received amounts to £450 comprising a deposit for a wedding booking and hire of the hall's gazebo for a children's party. Expenditure reflects the works noted above, the annual service of the fire extinguisher/alarms, the electricity bill and the purchase of cleaning materials. Future income for the rest of 2020 will include that provided by regular hall users as and when activities recommence.

6. Update on bookings/Covid-19 restrictions

MB circulated a bookings report dated 27th August 2020. The report provides an overview of current bookings, enquiries and the anticipated return of some 'regulars' to the Hall. Based on Government guidance and guidance provided locally by ACRE, MB has also developed various sets of Covid-19 guidance for hall users. This contribution and the time spent in ensuring that protocols were in place and monitored should be recognised. Various revisions will continue to be necessary as further national/local guidance is issued. Small amendments were discussed and will be made post-meeting.

ACTION: MB

7. Christmas Fayre

This has been scheduled for 14th November. The plan is to invite local crafts people, who would pay a fee for a 'table'. Money could also be raised through the sale of tea/coffee and cakes. A one-way system for managing attendees is possible. The marquee and/or gazebo could also be used to aid social distancing. It was thought that a local 'Facebook' network could be used to invite those wishing to exhibit/sell their crafts. More work was needed to support the planning of this event.

ACTION: MB/CP plus Maureen/others to meet separately to plan the event.

8. Appointment to Committee Vacancies

This item remains on-hold in the absence of the Chair.

9. Dates for future meetings – to include AGM.

CP/MB agreed that a proposal should go to Nick Oulton to arrange to hold the AGM at the earliest possibility. As previously discussed, this could be held conjointly with the PCC and Fabric Trust AGM. Residents of the village would be invited. CP queried whether hall users/hirers should also be notified of the AGM and invited to attend. MB in agreement.

ACTION: CP to contact NO re: scheduling of the AGM.

One full year of meetings had taken place since CP became Secretary. Diarising the meetings was considered to have some merit, although given the current need for responsiveness to Covid-19 guidance, and the support to MB in the wealth of activities undertaken at this time, meetings were proposed to be more frequent. A suggestion of six weekly meetings will be shared with the Chair.

Dates for the remainder of the calendar year are tentatively scheduled as follows:

16th October

27th November

Meetings to continue to take place on Fridays, between 15:15 and 17:15.

10. AOB

Shalfleet Village Hall Management Committee had been contacted by the Valuations Office in Southampton regarding assessment for liability for Business Rates. MB will inform NO, so that the Diocese are aware.

Catherine Powell, Secretary

11th September 2020.