

Shalfleet Village Hall Management Committee

Meeting Notes

Friday 16th October 2020

Present:

Catherine Powell (Secretary)

Michael Beavis (Treasurer)

1. Welcome/Apologies

The Chair sent apologies due to continuing recovery from illness. The presence of 2/3 members again raised the question of **quoracy**; however, MB/CP were keen to have an opportunity to meet face to face to share an update of current Village Hall activities.

2. Approval of minutes of 4th September 2020.

These 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

Publication/sharing of minutes of 4th September 2020

Previous minutes have been circulated to PCC and placed on website

Follow up on outstanding jobs

(on the agenda)

Covid-19 Guidance for Halls

The guidance and requirements for Hall users has been updated in line with local/national guidance.

Confirmation of date of AGM

Tentatively 29th October via Zoom [post meeting note, confirmed]

Correspondence re: Business Rates

A valuation had taken place and the rateable value of £2,150.00 assessed. At the current time there are no monies payable as the Hall qualifies for 100% small business rate relief.

4. Update on approved works/maintenance

The repair to the Earle memorial seat outside the Hall remains outstanding; this was because the initial timber received for the repair was not thought to be of good-enough quality and a new piece was being sourced. The Hall's portable electrical items had been PAT tested and the Hall boiler serviced. The fire alarms and fire extinguishers had been serviced in July.

A cycle rack had been obtained and will be positioned once the car park works had been completed.

Car Park (see item below)

We have been unable to ascertain who damaged the stone wall at the entrance to the car park, NO will approach the stonemasons (currently working on the east window of the church) to reattach to the rest of the wall.

ACTION: MB to check with NO likely timeline for repair to wall.

ACTION: MB to follow-up on seat repair.

5. Review Car Park Quote and next steps

MB tabled two papers: the first was the quote prepared by Peter Carter, dated 12th October 2020, and the second MB's helpful breakdown of the costs, to include VAT, for each of five possible options. A recommendation would be made to the PCC, and it was anticipated that approval for the work would be obtained and the work commenced this Autumn.

ACTION: MB to discuss the quote with NO.

[post-meeting note: the PCC gave approval to proceed with the car park at their meeting on Tuesday 20th October. Peter Carter has not yet confirmed the contractor's start date.]

6. Treasurer's Report & Accounts

MB circulated a report, dated 8th October 2020, noting that the current bank balance is £9888.71. This was a reduction of £341.23 since our last meeting on 4th September and a deficit of £1984.20 since the beginning of the year (non-recurring items amount to £1649.29).

Income received amounts to £130, less £400 for return of deposits for wedding bookings. A welcome boost to income was provided by a new regular user booking for Yoga, which will amount to £800 per annum. There have also been enquiries relating to wedding bookings for 2021.

Total expenditure since the last meeting was noted to be £71.23. This comprised the electricity monthly direct debit, the Calor gas quarterly direct debit and some printer ink.

Estimated projections of income and expenditure were given for the remainder of the year, pending the agreement of the go-ahead of the car park improvements. Estimates of income and expenditure 'post-Covid' were also tabled.

7. Update on bookings/Covid-19 restrictions

MB circulated a bookings report dated 8th October 2020 and spreadsheets showing current and anticipated return of regular users to the hall, including those where a Sunday booking had been made. There was a possibility of four wedding bookings for 2021, as well as some other 'one-off' family celebration events. It is noted that Coronavirus restrictions still impact heavily on the ability to generate income for the Hall. The importance of the regular user income was discussed, as this generally brings in more income than the 'one-offs'.

Reports for the AGM would be prepared.

ACTION MB

8. Review of user-charges for 2021

A discussion was held on a review of the charges (last reviewed in January 2020 when minor changes were made to the fee structure). The charge would remain at £12 per hour for parties, £15 per hour for commercial events and £8 per hour for regular users.

If wedding (or other family events) were curtailed in size due to ongoing Covid-19 restrictions, then a reduction to the fees payable would be negotiated.

9. Further discussions re: Christmas Fayre

The practicalities of holding this event had been discussed by MB/CP outside of the meeting. The concerns about inclement weather, a one-way system, and the difficulties of maintaining social distancing provided barriers to moving ahead. A possibility of an Easter time Fayre was considered.

ACTION: MB/CP

10. Appointment to Committee Vacancies

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

11. AOB

There were no additional items of business raised.

12. Dates for next meetings:

AGM 29th October 2020 (tbc)

- 27th November

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

Catherine Powell, Secretary

30th October 2020.

Membership:

Brian Mead (Chair)

Michael Beavis (Treasurer & temporary Bookings Secretary)

Catherine Powell (Secretary).

Approved: 27th November 2020 by the Chair.