

Greysouthen Village Hall Committee on-line Meeting

Wednesday 1 July 2020 7.30pm on Zoom

	Item	Notes	Action
1.	On Zoom	Jen McCulloch (Chair), Jane Inman(Secretary), John Inman (Treasurer), Gwyn Lloyd (Bowls), Howard McCulloch (Senior social group), Robin Lovegrove (Virtual Pub/PC) Roger James (Facilities manager), Ben Davies-McChesney (website & marketing) Adrian Sims (Vice Chair/bookings) Attending: Janette Pollitt for H&S support	
2.	Apologies	Gabrielle Hutchinson (WI)	
3.	Procedural note	This is a meeting of the Trustees of the Village Hall during the Covid-19 lockdown period. It has been convened to continue to address and make decisions on key points to allow the team to work together to address emergency response to support the village and the Government's guidelines on re-opening of village halls (issued 30.06.20). Other usual business is suspended. Jen welcomed Janette who has offered to continue her support on H&S guidance to the committee.	
4.	Minutes	The minutes of the zoom meeting of 13 May were agreed and accepted	
5.	Items to note from members	1. AGM – Following guidance received from ACT at the zoom briefing meeting attended on 27 June by Jane and Jen, we will hold our AGM on Wed 15 July at 7.30pm on Zoom. Following this meeting, posters will be put up physically and on FB/website. The meeting will be open to all; interested parties will be invited to email volunteers@greysouthen.online to obtain a Zoom link. Papers will be made available to all. We agreed: that the 5 elected places would be: Chair, Vice chair/Bookings, Secretary, Treasurer and Website/Marketing. 2. Matter arising from March meeting: Hiring Policy has been amended as agreed and circulated along with Hire T&Cs. Updates relate to the new premises licence issued in May 2020. These will need to be uploaded to website and will be in use but only on return to normal business. 3. Jen thanked everyone for their hard work on the C19 food hub project which is still ongoing at least until end July, and was recognised by the High Sheriff Special Recognition Award. Jen has personally written to a number of volunteers who have played a key role; a general email has gone to all volunteers to thank them for their continuing support. 4. Publicity – the University of Cumbria have been interested to include our project in their general research into the community response to C19. As a result we have been asked to be interviewed by Look North – Ben and John have offered. Jane sent a press release and photo to T&S and it looks like this may be used. 5. Hallmark QA – Jane has reviewed our progress and we are almost there for levels 1 and 2. ACT advise that having at least level 1 is helpful for future grant applications and in addition our insurer gives a discount for achievement (up to £90 per annum for all 3 levels) Agreed to contact ACT to progress this	Jane/Ben/Jen Jane, Ben, Adrian John, Ben Jane

6.	Treasurer's report	John advised: - Balance as at 24.06.20 is £19,226 - The Allerdale RHL grant of £10,000 to cover losses during C19 lockdown and recovery has been placed into retained funds for future use - Gas and Electricity bills have been lower than normal - Our decision around re-opening does not need to be influenced by the need to generate income, so we only need to run activities which are appropriate for our community. - A new water meter has been installed and a water and waste water account opened by Water Plus. The final tariff has not yet been agreed, John remains in negotiation with Water Plus. - Reserves policy – is included as part of the annual treasurer's report - CCF Covid19 grant of £1250 – the close out report has been completed - UU grant of £3,500 – final close out report completed £2,000 grant application to CCF for new curtains and blinds confirmed successful but monies not yet received – CCF have put on hold any non C19 response. - Noted that the take away service has unintentionally generated a small surplus. John proposed that this should be given as an ex-gratia payment to Chef Alec Anderson towards his expenses (especially travel to shops). Unanimously supported.	John
7.	Statutory safety tests	A quick check to ensure we are up to date: Fire equipment – was all checked in Feb but no certificate has been received , Roger will contact Beacon Gas boiler/cooker – will be tested together in Sept PAT tests – electrician contacted awaiting date Gas cookerhood – due Nov. by Parry. Jen will book whilst she is in touch with them about (finally) sorting out the badly fitting cooker doors and faulty knobs. Emergency lights and smoke alarms – all tests done regularly and logged Water system flush – advised to flush all water systems regularly (especially where hall is unused or in low use) and log. Roger does this at least weekly as a routine cleaning procedure but will start to log General cleanliness during Food Hub project – Roger reports all has been left very clean, especially the kitchen. A sign in/out system will be put in place, along with hand sanitiser, at the entrance. The system will require some data collection (date, name, phone no, email) which would only be held for 21 days to enable 'track and trace' if required. To comply with GDPR we will ask people to provide this on a tear off slip which will be placed in a 'post box' to maintain confidentiality. The box will be emptied at least weekly.	Roger Howard Jen Jen Roger Roger Jen
8.	Re-opening plans	All members had received and scrutinised the Government guidelines relating to the possible re-opening of Community Halls issued on 30.06.20, along with the key points from the ACT meeting. There are extensive requirements to achieve a covid safe environment with stringent Risk Assessments and cleaning requirements to be undertaken by users.	

		The hall continues in current use until at least the end of July, possibly beyond, for the Food Hub project. Agreed: With consideration the hall will not be re-opened for normal hire use for now but will continue in use as a Food Hub to support the community. We will review any new guidelines in a months' time and reflect on whether we will be in a position to open for some normal use. Adrian will summarise the above explanatory points for all our existing/potential user groups and hirers – this can be circulated by email, placed on website, FB and notice boards Members were keen to continue the focus on caring and supporting our local community, on ensuring we stay in touch with the volunteers and on trying to explore some new activities, especially day time activities to encourage and support those who had been isolating for many weeks to feel confident to step out. Additionally the committee hope that some sort of open air event might be possible in early Autumn. This will all be reviewed in a month's time	Adrian
9.	Marketing and Website	Ben proposed a new format for The Gossip magazine and offered to find sponsors (eg from local/small companies) which will cover the cost of the printing and to do the layout but he will need help gathering content. Robin will contact Parish Councillors but thought this would be welcome (The Gossip is the Parish Council magazine)	Ben Robin
10.	AOB	Jubilee Garden Story Board: Robin reported that he has heard back from Ullock village and has an approx. quote and contact details of the artist and maker. The Parish Council manage and maintain the Jubilee Gardens for the village. Proposed that this becomes a joint project ie that the Parish Council will commission and cover the cost but that the Village Hall Committee helps to support the design and information. The question: Where in our village should feature on the board? could be included in the new Gossip Magazine	Robin Ben
	DoNM on Zoom	AGM Wed 15 July 7.30pm	

The meeting closed at 9.30pm