

# Topcliffe and Asenby Village Hall Committee – Minutes of the Zoom online meeting – 27 November 2020

**1. Attendance: Andrew Eckersley; Tony Bruce; Judith Lowe; Doug Allan; Peter Lowe; Karen Morley; Malcolm Morley; Emily Collard; Sarah Halshaw; Clare Feasby.**

**Apologies: Jenny Bumby**

AE welcomed everyone to the meeting of the committee being staged via Zoom. In particular, AE welcomed Sarah Halshaw and Clare Feasby as new committee members. DA agreed to prepare the minutes.

## **2. Minutes and matters arising from previous meeting – 1 October 2020 (and earlier meetings)**

- Construction of Canopy (on hold until funds are available).
- Technical drawings of the Village Hall – PL.
- Request for a ballet bar to be installed in main hall. Awaiting formal request and further information.
- Purchase of Quiz Challenge trophy – DA will action when Quiz Night re-scheduled in New Year.
- Confirmation of Chair's appointment of Christophe Chauvet on the basis of the details discussed at the last meeting. Work will start on Monday 30 November and take a week to complete. AE will inform Linda Bumby of the dates.
- Christmas tree is installed. AE to write a note of thanks to the three owners of the Milk Churn Farm Shop.
- The mini publicity campaign for new members of the committee was successful.

## **3. The status of the Village Hall - Coronavirus**

At its meetings on 25 August and 1 October the committee agreed to keep the hall closed at least until the end of 2020, with a review at this meeting. This was conveyed to the hall's insurers and was publicised within the two villages. Following a discussion, it was concluded that nothing had substantially improved to alter the committee's concerns originally expressed about reopening. Indeed, being in Tier 2 creates its own difficulties concerning reopening safely. The government is suggesting that current restrictions, in one form or another, will be in place until at least Easter.

- The committee agreed that the village hall should remain closed in December and for the first three months of 2021. This position will be reviewed in February, or at any time the government guidelines are changed significantly to allow a re-opening with less complex and arduous requirements. AGREED
- The hall's insurer's will be informed of this decision by the Treasurer. AGREED
- The "closed building" monitoring and maintenance plan put in place to keep the building safe and help protect the internal and external fabric of the premises, including the specific requirements specified by the insurers, will be maintained during the period of the closure. AGREED
- Linda Bumby (who cleans the building) will be asked to continue to undertake most of the regular "closed building" checklist. AGREED
- The Chairman will write to all of the regular users of the hall to make them aware of the decision to remain closed until 31 March. AGREED

## **4. Treasurer's Report**

The Treasurer reported that:

- Current Finances 2020/21: As at today there is £18,551 held in the bank. We have still to pay for the Floor Renovation (c £2000) and the 5 Year electrical check (amount yet unknown). No electrical work is necessary. So there will be c £16,000 remaining. The rate of month by month expenditure (Gas, electric and cleaning/inspection) is in the order of £200. If we consider the cyclical payments (insurance, bins, water etc) our total rate of unavoidable spend is in the order of £400/month or c £5,000 per year. The Committee is therefore well placed to weather the storm of COVID closure, through the winter period, and a period of possible post COVID reduced demand/loss of users; in addition to its "normal" risks. This is in large part due to the £10,000 government grant we received. We can still consider ourselves to be a "going concern"; but should be cautious about committing any further significant discretionary funds until we are operating and generating revenue more normally; and confident that we have held/recovered; post COVID; our £10,000 General Risk Reserve.

**The Committee received the update and concurred on the recommended approach.**

- 2019/20 Accounts and Independent Examination: John Graham has kindly completed the Examination. I am pleased to report that he has given us a "clean" report. The Committee gave "Final Approval" to the 2019/20 Accounts approved "subject to External Examination" at the AGM (1 October) and this meeting recorded its thanks to John Graham for his work and requested that Tony should convey this on behalf of the committee.

The committee also endorsed the action already taken to give a gift to the value of c £30 as a token of our appreciation and authorised the Treasurer to complete the required Annual Returns to the Charity Commission, noting that this may result in Trustees receiving confirmatory emails from the Charity Commission.

- Newsletter from Charity Commission: this newsletter was circulated to all committee members at the request of the Charity Commission. The Committee agreed Committee members would review its content and would agree at the next meeting whether we need to take any further action to review or change our arrangements.

#### **5. Governance/Checklists**

- Governance, Insurance and Business Checklist: AE indicated that the checklist has been recently completed.
- List of periodic Requirements and Health & Safety Checklist: As above.
- Risk Assessment and Mitigation: As above

Completed checklist reports are filed by AE at his home.  
AE/TB/DA will meet to review all checklists. AGREED

#### **6. Items for Consideration/Decision**

It was confirmed that the five-year electrical check was undertaken by MyElectrics on 30 October 2020 and a certificate has been received.

Safeguarding – DA said he had begun to prepare a short report on what Safeguarding is all about and what requirements may be required in terms of the village hall. SF indicated that she has experience in this area and could help finalise a policy and provide training for committee members. DA to share his report with CF and agree what to present at the next committee meeting. AGREED

#### **7. Any Other Business**

JL flagged up that the continued closure of the village hall would mean that the usual Christmas lunch for the elderly would not take place. She wondered if the committee should do something as an alternative to support the elderly and alone at Christmas. The logistical difficulties of providing lunches during Tier 2 restrictions were discussed. Concluded that best approach is for neighbourly care throughout the restrictions and particularly at Christmas. AGREED that DA will include an article in December issues of the Sunday Emails.

#### **8. Date of next meeting**

The next meeting will be held online via Zoom at 7pm on Wednesday, 17 February 2021.