

Topcliffe and Asenby Village Hall Committee – Wednesday, 17 February 2021

MINUTES - Meeting via Zoom at 7pm

Attendance: Emily Collard, Andrew Eckersley, Doug Allan, Tony Bruce; Judith Lowe; Peter Lowe; Karen Morley; Malcolm Morley; Sarah Halshaw; Clare Feasby; Jenny Bumby

Apologies: n/a

1. Minutes and matters arising from 27 November 2020 (and items on hold from earlier meetings).

- Construction of Canopy (on hold until funds are available)
- Technical drawings of the Village Hall
 - PL completed. Copies to be filed with AE and in Hall.
- Request for a ballet bar to be installed in main hall. On hold - awaiting formal request and further information.
- Purchase of Quiz Challenge trophy – DA will action when Quiz Night re-scheduled in 2021.
- Resurfacing of floor
 - looking really good. Make an annual event for basic upkeep.

2. Notes of Village Hall Network meeting – 20 January

- Useful meetings. Information from meetings to be circulated as and when.

3. Village Hall Status during pandemic

- Latest Government Guidance on Reopening and Safe Use of Community Buildings.
 - Nothing published to indicate when Village Halls could open.
- Review of the Committee's decision 27 November 2020 re continued closure.
 - Until Government guidance allows us to, we remain closed until further notice.
- Actions required to facilitate reopening.
 - Decision made not to reopen yet.

4. Treasurer's Report

- Financial Update
 - As at today's date the bank balance is £22, 575.
 - This is after the following non routine payments:
 - Richard Clark for the treatment of the floor £1950.00,
 - MY Electrical £336.00 for the 5 year electrical certification
 - Acoustisolve £420.00 (for 50%) deposit for panel removal and refit
 - Joe Davies Plastering £140.00 for plastering work.
 - The current rate of routine outgoings is c £220/mth for energy, cleaning and insurance checklist completion.
 - The Committee is therefore in a healthy financial position.
- Business Support Grant
 - Covid-19 grant support has been received. We have received the following additional support grants since the last meeting on 27/11/20:
 - On 4/12/20 - £1,334
 - On 15/1/21 - £4,000 and a further £2,001.
 - Thanks to Emily for applying for the grants.
- Financial support for regular hall users when hall reopens.
 - Suggestion of discount/rent free period for regular users – full support from the committee.
 - Details to be discussed in future meetings once reopening date confirmed.

5. Governance/Insurance/Business/ Maintenance/H&S Checklist

- Updated checklist – responsibilities – methodology – reporting
 - Any information regarding pending convictions etc. to let AE and TB to know privately.
 - Declaration has been recorded and agreed
 - A new checklist has been developed. Those completing certain tasks on the checklist are aware of their responsibilities.

- Dates on the checklist are now to be recorded as 'due-dates'.
- Reminded by insurers of 5-year electrical check – AE now monitoring cyclical checks needed.
- TB done gas contract and progressing green bin contract.
- Insurance – Covid-19 check list for unoccupied buildings – action during closure.
 - During Covid this checklist is proceeding as planned.
- Review of Constitution.

6. Items for Information/Consideration/Decision

- Hall hire for May Elections – 6 May (Covid Risk Assessment required)
 - The Council are keen to use the Hall as a polling station again.
 - Advice from Community First Yorkshire – their view is that if risk assessment is comprehensive but we find any shortcomings, we can add an addendum and should be ok.
 - Committee decided that we don't want to take that risk this year, so Council will have to find an alternative location. JL to let council know.
- Safeguarding responsibilities
 - Thanks to DA and CF for Safeguarding report/work.
 - Policy will be presented at next meeting and included in the governance documentation..
- Hall redecoration and associated maintenance – ratification of decisions made by email, including prices for redecoration, damp work in kitchen and acoustic panel removal and later reinstallation.
 - Based on the proposal from Doug (e-mail 2/2/21) and subsequent exchange of e-mails the Committee has approved a scheme and expenditure as follows to redecorate the Hall:
 - Following receipt of 3 quotes, approved the lowest quote for painting in the sum of £2830 (not VAT registered) to Oliver Lee Bean (NY Whiterose Painting and Spraying)
 - Acoustisolve - removal and refit of acoustic panels - £820
 - Acoustisolve will reinstall panels when instructed to do so after the decorating works have been completed.
 - J Davies – Plastering Work

6. AOB –

- Bags to School to use Hall grounds to collect clothing on 23rd April.

7. Date of next meeting – 12th May to coincide with AGM