

Topcliffe and Asenby Village Hall Committee – Wednesday, 12 May 2021

Meeting via Zoom at 7pm

MINUTES

Attendance: Andrew Eckersley, Peter Lowe, Judith Lowe, Tony Bruce, Doug Allan, Nicola Wood, Clare Feasby, Emily Collard, Malcolm Morley, Karen Morley

Apologies: Sarah Halshaw

1. Changes to Committee membership

- Reviewed and implemented at AGM

2. Minutes and matters arising from 17 February and Extraordinary Meeting held on 9 April 2021 (and items on hold from earlier meetings) - Minutes accepted as read and approved.

- Purchase of Quiz Challenge trophy – DA will action when Quiz Night re-scheduled in 2021 – still outstanding
- Report back on staging of local election – 6 May – went well and successful day

3. Planning for the Village Hall reopening

- Latest guidance on reopening and safe use of community buildings.
- Review/confirmation of the Committee's decision 9 April 2021 to reopen on 17 May.
- Results of survey of users and hirers
 - Sent out to 8 regular users, had just 2 replies.
 - Regular groups Pam Pilates starting 20th May and Yoga on 24th May
- Review of planning to facilitate reopening.
 - Risk assessment and actions taken/planned – need to be placed on the website.
 - Each hirer has signed a copy of risk assessment
 - Hall signage and floor markings need to be put up – Andrew and Peter
 - Thanks to Malcolm for making x2 A-boards for signage
 - Emily to post on Facebook regarding free fee window for regular and new hirers until end 2021.
 - Judith to liaise with Linda (cleaner) as to how often Hall will need cleaning. Linda also needs to complete cleaning register.
 - Insurance position
 - Monitoring of activities post-reopening

4. Treasurer's Report

- Financial Update – nothing more to report following AGM report
- Business Support Grant
 - Thanks to Emily for organising grants from Hambleton Council
- Financial support for regular hall users

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

- Regular Checklist – nothing to report
- Insurance – Covid-19 check list for unoccupied buildings – review of actions
- Review of Constitution – Trustees and Committee Members (numbers and relationship)

6. Bookings Report

- Parish Council meeting
- Couple regular hirers returning in late May

7. Items for Information/Consideration/Decision

- Decoration and Flooring – 2nd-3rd June Richard Clark to complete work.
- Damp patch on hall ceiling – Roof may be leaking through couple missing studs. AE chasing George for him to sort.

- Safeguarding Policy – Policy now in place and included in our constitution. Clare Feasby to be leading officer
- Bags2School – 23 April 2021 – £153 raised
- Construction of external canopy – to review once Covid-19 pandemic passed and some normality has returned.

8. AOB

- Back door and possibly frame needs replacing – PL to look into
- Patio area to be reviewed at next meeting.

9. Date of next meeting

- 21st July