

## Topcliffe and Asenby Village Hall Committee – Minutes of the Zoom online meeting – 3 July 2020

**Attendance:** A Eckersley, D Allan, P Lowe, J Lowe, K Morley, T Bruce.

**Apologies:** H Holt, D Bowman, E Collard, J Bumby and P Lowe

1. AE welcomed everyone to this unusual meeting of the committee being staged via Zoom. DA again agreed to prepare the minutes.
2. **Minutes and matters arising from previous meeting – 27 February 2020** (and earlier meetings)
  - Construction of Canopy (on hold until funds are available).
  - Technical drawings of the Village Hall – PL is progressing.
  - Installation of new emergency doors completed to everyone's satisfaction.
  - This year's Christmas tree outside the Village Hall will be sponsored by Debbie Roberts co-owner of the Little Yorkshire Hamper Company. DA to contact in November.
  - The annual green waste licence has been renewed.
  - AE has pressure washed the front of the Village Hall.
  - Condensation issues and ventilation in kitchen. Ae reported that this is a matter that is not very easy to resolve as there is little space to install a vent. Windows should be used to maximum effect.
  - Request for a ballet bar to be installed in main hall. Awaiting formal request and further information.
  - Appeal for tablecloth donations made in June edition of The Tattler.
  - Purchase of Quiz Challenge trophy – DA will action when Quiz Night re-scheduled.
3. **Closure due to Coronavirus Pandemic**
  - The Hall was closed for business on 16 March 2020.
  - The regular users totally understood and agreed the closure. The national scouting organisation agreed that troops should stop meeting around the same time. Some users have continued their business online (e.g. Pilates). It is possible that the Boccia club may not restart – not entirely because of Covid-19, but because membership has dwindled generally. JL will test the market once hall reopens.
  - Noted that the following private hires/events were postponed (P) or cancelled (C):
    - Challenge Quiz & Curry Night – 28 March (P)
    - Race Night – 18 April (P)
    - Attic Auction – 25 April (P)
    - VE Day Celebrations – 8 May 2020 (C)The postponed events will be rescheduled either later in the year or in 2021.
  - The following events are still in the schedule:
    - Produce Show – 5 September.
    - Cycling Race – Use of toilets – late August.Agreed that because of the uncertainty the Produce Show should be cancelled this year and the booking for the cycling event rejected.
  - Maintenance during closure: AE has regularly checked the flushing system for sinks and toilets to ensure that the flow is maintained. It appears that hand-driers cannot be independently switched off to prevent use. JL questioned why we would stop using them bearing in mind places like Tesco continue to use them. This matter will form part of the Risk Assessment that will need to be prepared when we do reopen. AE also power-washed the front of the building. Linda Bumby has done some painting in the main hall during lockdown. The grass and grounds have been maintained by Heather Holt and Josh Barningham/Adam Lowe. Karen Morley has kept the flower beds looking nice. The committee extended their thanks for all work done.
  - Application for Grant: An application for a Retail, Hospitality & Leisure Business Grant of £10k from Hambleton Council was submitted on 5 June by EC. Our reference number is GRANT214405637. We have not yet heard the outcome of the application. EC checked on 30 June and is awaiting response.
  - **Re-opening:**
    - a) The government guidelines allow village halls to reopen from 4 July, but the rules and regulations that need to be considered and implemented are onerous. There was a discussion about whether and

when the village hall should reopen and it was decided that reopening should be delayed until at least Tuesday 1 September at the earliest and that this date should be reviewed nearer the time. It could be delayed further if there is a local spike in Coronavirus cases or other issue relating to disease, but generally the committee would like to be as helpful as possible in getting the hall back up and running smoothly when the time is right. JL stated that only the Yoga group wish to restart their activities asap, but it was pointed out that all exercise-based activities remain banned for the time being. JL will keep in contact with regular users to inform them of the committee's decisions and collect their views to report to future meetings of the committee. JL reported that she has accepted a booking from the Parish Council for a meeting on 6 September. This will be subject to completion of all safety arrangements and contractual requirements. DA will publicise the committee's decision in the regular Sunday email and will prepare a notice for the village hall noticeboard.

b) Committee members have seen the ACRE guidelines for preparations in respect of the reopening of village halls. These will be used extensively when a decision is taken to reopen the hall.

c) Committee members have also been made aware of correspondence from the hall's insurers, Allied Westminster. TB will write to the insurers to relay current decisions about continued closure through to September.

d) DA attended a virtual meeting of Village Halls Network on 2 July and had circulated a note via email of the business discussed. He will attend a further meeting on 20 August. These networks meetings are proving to be an excellent platform for sharing ideas and learning from others hall's experiences.

- DA reported that he had worked with the 1<sup>st</sup> Topcliffe Scout troops to organise a recycling event on 10 June 2020, making use of the front external entrance area of the village hall. In total a tonne of textiles were collected and £400 raised, which was split equally between the village hall and the scouts. The payment of £200 has been made to our account by BACs. TB to pass receipt to DA who will deliver it to the Scouts. A further similar event is being planned for early September.

#### **4. AGM**

AE reported that the AGM has been postponed until after the pandemic is over. This fact has been reported to the Charity Commission. It was agreed that a date will be organised once the Village Hall reopens.

#### **5. Treasurer's Report**

- Treasurer's financial report: TB advised that the bank balance as of the last week of June was circ. £10k.
- Governance, Insurance and Business Checklist
  - AE indicated that the checklist has been recently completed.
- List of periodic Requirements and Health & Safety Checklist
  - AE indicated that the checklist has been recently completed.
- Charity Commission – nothing to report.
- Risk Assessment and Mitigation
  - AE indicated that the checklist has been recently completed.

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

- Village website – DA indicated that he is regularly updating the village hall pages on the village website. He will speak to AE about uploading Minutes.
- Ground maintenance contract with Josh Barningham – a contract has been drafted for the provision of ground maintenance services (other than grass cutting which is undertaken as part of the Parish service). Essentially it will see work undertaken twice a year at £50 a time. The contract was approved subject to TB checking the financial instructions). AE to pass the contract documents to TB for filing. TB given committee approval to pay tow outstanding invoices – one for a major trim of hedges at £125 and another for trimming back at £25.
- Financial instructions – if necessary, TB to adjust instructions so that small 'deminimus' amounts do not need to follow full tendering process.

#### **7. AOB**

- Electrical PAT Testing: JL reported that the necessary testing will take place on 10 July 2020. Agreed that nobody should be allowed entry into the hall for three days following this work being undertaken. This include the cleaner, who will be contacted by JL.
- AE reported that he had recently paid the window cleaner £60 in respect of a monthly window clean from April 2020 to March 2021. Agreed that he should seek a refund via the Treasurer.

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