

Topcliffe and Asenby Village Hall Committee – Minutes of the Zoom online meeting – 25 August 2020

Attendance: A Eckersley, D Allan, P Lowe, J Lowe, K Morley, T Bruce.
Apologies: E Collard, J Bumby

1. AE welcomed everyone to the meeting of the committee being staged via Zoom. DA again agreed to prepare the minutes.

2. Minutes and matters arising from previous meeting – 3 July 2020 (and earlier meetings)

- Construction of Canopy (on hold until funds are available).
- Technical drawings of the Village Hall – PL is progressing.
- 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 October.
- 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.
- Electrical PAT testing was completed on 10 July 2020.
- Grounds maintenance contract with Josh Barningham is now in place.
- The appeal for table cloths for use in the village hall has resulted in several donations.

3. The status of the Village Hall

At its meeting on 3 July, the committee agreed to keep the hall closed at least until 1 September 2020. This information was conveyed to the hall's insurers and was publicised within the two villages. The committee also agreed to review their decision in advance of 1 September.

On Monday 24 August three Trustees (the Chairman Andrew Eckersley, the Treasurer Tony Bruce and Doug Allan) met to consider the latest advice on reopening village halls from the government and Community First Yorkshire. They agreed to put the following proposal before the committee for discussion:

That:

- although the current guidelines allow village halls to reopen, the risks and requirement to mitigate against the Covid-19 threat continues to be extremely complex, demanding, difficult to administer and places significant additional responsibilities on the Village Hall Trustees and Committee members.
- having examined the government and local council Covid-19 Risk Assessments, which detail the requirements for both Committee and Hall hirer prior to any activity in the village hall, it was very clear that there would be considerable risk in allowing activities to take place whilst the incidence of Covid-19 is still relatively high.
- after a consultation with regular hall hirers, it was clear that the majority had no plans to make use of the hall until at least early in the New Year, it would seem a reasonable decision to remain closed until these priority hirers were ready to resume operations.
- as the majority of priority hirers have little appetite for commencing the reopening process it would be perverse for the Committee to facilitate casual use at this time.
- it is recommend the village hall committee vote to keep the village hall closed to all users for the remainder of 2020, however, this position should be reviewed in mid-October, or at any time the government guidelines are changed significantly to allow a re-opening with less complex and arduous requirements. AGREED
- a "closed building" monitoring and maintenance plan be put in place to keep the building safe and help protect the internal and external fabric of the premises, including any requirements specified by the insurers. AGREED
- the Chairman of the Committee should write to all regular hirers to report the decision, explain the reasons for it and to express the hope that all hirers will continue to support the hall and restart their activities when it is more safe to do so. AGREED
- information about the decision be distributed via notice boards, the Sunday Email and next edition of The Tattler. AGREED

4. Re-scheduled events

It was noted and agreed that the following private hires/events which were postponed due to the pandemic will be rescheduled as soon as possible once the pandemic is over or the committee believes it is safe to stage them.

- Challenge Quiz & Curry Night
- Race Night
- Attic Auction

It was noted that a second Bags2School fundraising event will be held in the hall grounds on Monday 21 September and all funds raised will be shared equally by the Village Hall and Topcliffe Scouts.

5. AGM

Now that the Village Hall is remaining closed for the foreseeable future, the committee agreed that it should hold its delayed AGM via Zoom and agreed to do so on Thursday, 1 October. This will be publicised in the Tattler so that the public have an opportunity to get involved.

6. Treasurer's Report

- TB advised that the bank balance is circ. £20k.
- The application for a Retail, Hospitality & Leisure Business grant from Hambleton Council was successful and the £10k has been received. The committee thanked Emily Collard looking after the successful application.
- The rate of spend is currently understandably low, with just payments for gas, electricity, water, insurances, maintenance and cleaning.
- The renewal on best terms of our gas contract for next year (January 2021 to January 2022) has been negotiated. A comparison of current and future rates is:

	Standing charge	kWh
New 1 Year fixed rates from 07/01/21	0	5.976
Current rates	0	5.983

and the committee approved the Treasurer's action.

- Governance, Insurance and Business Checklist
 - See requirements included in Item 3.
- List of periodic Requirements and Health & Safety Checklist
 - Not undertaken during lockdown
- Charity Commission – nothing to report.
- Risk Assessment and Mitigation
 - See requirements included in Item 3.

7. Items for Consideration/Decision

- Polishing of the floor in the main hall. It was agreed that AE should approach Steve Halliday about carrying out this task whilst the hall is not being used. Agreed.
- At the last meeting DA had raised questions relating to the testing of electrical equipment used by performers in the village hall and whether such performers ought to have their own indemnity insurance. TB had raised this with our Insurers but has not had a response. He will raise the matter again.
- TB suggested that when a committee member is organising an event on behalf of the committee, this ought to be more explicit in the Minutes. Agreed

8. AOB

- JL reported that the front door has 'dropped' and needs adjusting. AE will deal with it.
- DA reported that he had attended a virtual meeting of the Village Hall Network on 20 August and had circulated a note to all committee members.

9. Date of next meeting

The 2020 AGM and the next Committee Meeting will be held via Zoom on Thursday 1 October 2020.