

Southbourne Village Hall Meeting.

10th August 2020

Attended by;

Pam Dobson, Roger Gowlett, Chris Bullbeck, Robert and Karen Hayes. Patricia Dhrif

Apologies – Marjorie Bullbeck

Minutes of meeting;

1. Opening of village hall- Covid 19 – Discussions held, Actions agreed;

- Hall to reopen 7th September 2020. Complying with Health and Safety- To be reviewed on a regular basis.
 - Discussed government guidelines. Pam advised that groups are of no more than 30 at a time, will be able to lay out hall and facilitate in and out, preventing risk.
 - Hall size adequate for use following social distancing and capacity.
 - Pam to ensure that lead facilitators of groups to be taking details of members as required by the government guidelines- track and trace. Covid 19
 - Pam to contact hall users with updates.
 - Hall window/ doors to remain open where possible.
 - Pam agreed that she will support safe use by opening up hall, laying out tables and chairs, turn on lights.
 - Agreed Wedding party can be booked for October- Pending any updates.
 - Agreed that only one group in the hall at a time, timings to enable thorough cleaning before next group to use.
 - Chris and Roger to source hand gel and wipes. To be provided at every exit
 - Discussed cleaning- all users to allow time into session to allow for cleaning.
 - Cleaner to be asked to increase hours- 7 days per week.
 - Karen to complete signage- posters / written advise to users to users of hall
 - Karen to update website/ 'what's app'/ facebook. group.
 - Robert and Karen to complete Risk assessment.
 - Water systems to be run for 5 minutes before opening.
2. Roger provided treasurers report. See report; 10/08/2020- We received £10k from C.D.C as a grant for staff, which we have continued to pay throughout closure, this has been placed into the savings account,
 3. Roof repair, we are waiting for one quote. Agreed to source 2 additional quotes. **Chris and Roger to follow up**
 4. Confirmed bin cancelled due to fly tipping to be replaced back when hall reopened.
 5. Email- info@southbournevillagehall.co.uk -password- SbvH@2020- Online calendar – link to Facebook and booking on website. Confirmed and accessible.
 6. Section 106 money- Karen to request again through Parish Council- Proposed for storage adaptations. **Karen to follow up**
 7. Sutcliff room and soundproof- Parish office adaptation and storage around stage Agreed it was possible to reduce stage size. - **Builders pending for quotes- Chris and Roger.**
 8. Fire Risk assessment. Chris confirmed that quote for works is £10,000. Agreed works outstanding and essential to bring it up to standard. Chris to follow up and agree.

9. Questionnaire and display board for hall – to be updated . **Karen to action.**
10. Review of charges – agreed to increase fees to casual bokings currently- Main hall £11.00 per hour and £7.00 per hour for Sutcliff room. From the 1st September 2020 -**Action Pam**
Agreed to consider general increase in charges from April 2021.
11. Website – agreed to add names and role on website. **Action Karen**
12. Review booking form and policies- cancelation, safeguarding and terms of hire. – **Action Karen and Robert to follow up.**
13. Front door opener- **Roger to follow up.**
14. Water heater- Pam told the committee that she is regularly descaling water heater and emptying it of water. On going.

Next meeting 21st September 2020- 7.30