

Village Hall Meeting Minutes - 21st September 2020

Attended-

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

Minutes of meeting;

- **Chair update**– Building works- Feedback given.
 - **Treasurers report**- gave update- See report 21/09/2020
1. COVID-19- Update given, Pam gave feedback on groups attending. Number have declined which will impact on income into hall.
 2. Discussed bin and agreed that karen will write to Southbourne library to request that the practice of using the village hall bin ceases. – **Action** – Karen to make contact.
 3. Trellis tables under stage- agreed that If men’s shed decline the offer of tables then need to dispose of them- re man and van- **Action** - Robert to clarify.
 4. Roger and Pam to descale water boiler. **Action** – Roger and Pam
 5. Parish office extension - Ongoing quotes being gained- pending
 6. Roof repair- quote, pending a further 2 estimates. Discussion was held regarding whether to continue with repair or replace. Agreed to look at support through 106 money for funding and be clear on cost before making final decision.
Action- section 106- Robert to follow up and enquire.
 7. Upgrade of fire alarm system – Has been agreed. pending work to start – Fire evacuation procedures to be updated following this work. -This will also be part of risk assessment.
 8. Vice Chair- agreed that this was needed. Roger selected.
 9. Parish Grant request- Roger to offer support at meeting. **Action** - Roger to attend meeting.
 10. Application for online banking near completion. Plan to ask ‘hires’ to pay by BACS payment. **Action** -Karen to inform hires when complete.
 11. Confirmed Bookers account, Action for Rural Sussex, CJS account has been set up.

12. Damage to fence in car park- **Action** -Chris to follow up repair and cost.
13. Charity Address- **Action** -Robert to clarify on commissioning website. – Post needs to go to Village hall, 2 First Avenue, rather than individual committee members homes.
14. key box is now installed- to be use by committee members only.
15. Floor buffer – **Action** -Roger to provide instruction- Karen and Robert to trial and provide support to cleaner.
16. Website – pending Roger and Marjorie’s photo. **Action**- Karen to complete.
17. Front door- **Action** Robert to follow up broken opener, rust on plates.
Action – Roger to enquire about support pillars for front door.
18. Reception area updated. – Bourne community college to undertake display- **Action**- Robert to follow up.
19. Agreed CCTV to be installed on outside. **Action**- Robert to follow up. £165.00
20. Risk assessment – Agreed needs doing- **Action** Karen and Robert.
21. Hedges need cutting- **Action** Chris agreed to contact gardener.
22. Agreed to remove phone in corridor. **Action** – Roger to follow up removal
23. Light for back door- This is going to be covered by updated emergency lighting.
However agreed in the interim that a temporary security light will be installed. –
Action- Robert to install temporary security light.
24. Broken plug in hall- repaired
25. Kitchen sink repair. **Action**- Roger to follow up.
26. Robert gave feedback regarding meeting with Phillipa- and use of stage and drama group. Discussed updating speakers, making system USB compatible, curtains need to be black. **Action**. Robert to have a follow up meeting with group.
Robert also reminded the committee that the hall needs to encourage new users and income.
27. Discussed welcome pack for new committee members. **Action** -Karen to develop.

Agreed AGM- 18th Jan 21.

Next Meeting 2nd November 2020.