

## Village Hall Meeting Minutes 22<sup>nd</sup> November 2020

### Attended-

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

### Minutes of meeting;

- **Chair update**– Chris thanked committee for hard work.
- **Treasurers report**- Roger gave update- (See report 2<sup>nd</sup> November 2020)
  1. Roof and building works- Robert is project manager, works starting. (see minutes 16<sup>th</sup> Nov 20).
  2. Roger to ensure receipts obtained for building works, Robert to pass on to CDC for s106 funding.  
**Action** Robert / Karen to seek additional funding - /donations
  3. COVID-19 Hall to close – 5<sup>th</sup> Nov to 6<sup>th</sup> December. Discussed loss of income, impact on paid staff, disused furlough- **ACTION** Karen agreed to follow up-
  4. Karen-Update given re employment, job description. PAYE etc..
  5. New Committee members pack- completed and signed for.
  6. On line banking , Roger continues to experience hold up, Robert to call bank and discuss. Agreed HIRES to pay via BACS - **ACTION**- Robert to follow up.
  7. Parish office- agreed to increase rent – April 2021- (See report 2nd November 2020)
  8. Risk Assessment – completed, members of committee have copy . Copy available for public , made available at SVH. Discussed outcomes and procedures. Signage updated in hall and car park.
  9. HIRES – Have new Health and Safety policy, booking form updated, Hire agreement has been updated to include recent risk assessment findings. Hires to include as part of wedding etc. crockery and cutlery. **Action**-Changes to hire agreement
  10. Risk assessment - Key for light cupboard to be sourced, door to be locked.
  11. Keys- Agreed to produce a form/agreement for key holders. **Action**- Karen
  12. Damage to fence in car park- **Action** -Chris to follow up repair and cost.
  13. **Action** – Roger to enquire about support pillars for front door.
  14. Agreed to remove phone in corridor. **Action** – Roger to follow up removal
  15. Kitchen sink repair. Agreed fitting Roger has quotes. **Action**- Roger to follow up.
  16. Use of stage and drama group. Quote received **Action**. Robert follow up funding/grant.
  17. Consumer box- Roger has new box- needs fitting with hasp and padlock. **Action**- Roger to complete.
  18. Smart meter- -Agreed to have installed. **Action** – Roger to follow up.
  19. Mains Breaker List- **Action** – Roger agreed to pass to Karen for update.

Agreed AGM- 18<sup>th</sup> January 2021.