

PIDDINGTON VILLAGE HALL MANAGEMENT COMMITTEE
MINUTES OF MEETING HELD ON TUESDAY 14th JULY 2020.

CHAIRMAN BOB DIXON

Present: Chris Weavers (CW): Kim Elliott (KE): Bob Dixon (BD): Sam Mylam (SM): Mario Terzino (MT):

The Village hall committee would like to thank Piddington Parish Council for the use of their ZOOM account that helped facilitate this meeting to take place.

1. **Apologies:** Ken Howard; (KH) Leslie Oldman (LO): Sandra Paisley (SP):
2. Minutes of meeting held on Tuesday 23rd June 2020, agreed. To be signed by Secretary (KH).
3. Declaration of interest of trustees: No change from last meeting June 23rd 2020.
4. **Matters Arising :**
 - A) **Electric Use** - (CW) advised that a new smart meter had been installed by SSE in the hall on the 1st July. Usage can be viewed online, this shows a consistent figure of 0.1kwh per half hour, equivalent to some £250 PA. (MT) asked if there was a device with the new meter so that he could check usage on each device in the hall individually. (CW) to advise. (CW) said that he can advise the password if other committee members wanted to look at the online records. **Action (CW)**
 - B) **Parked Vehicles** – Not too much of an issue at present as the hall is not in use. (KE) advised that the yellow car was still in the car park and had been for several weeks despite a note in the window that it would be “moved at the weekend”. (KE) to text the number on the note asking when it would be removed. **Action (KE)**
 - C) **Water** – (CW) advised that Castle Water are no longer making a monthly charge to the hall. This is a temporary measure to aid customer’s expenses, (CW) will contact them once the hall is in use again.
5. **Risk Assessment:** (BD) referred to his email of 7th July and the four attachments that he and (SM) had compiled outlining suggested necessary actions needed before the hall could be reopened for business. These are, Risk Assessment, Special Conditions of Hire, Poster at Entrance and List of Purchases. These were accepted for implementation by the committee, including the £398 purchase of equipment by (BD) to satisfy the risk assessment requirements. Concern was expressed by the requirement for users to clean surfaces after their hire, how could this be checked? Possible other concerns, for example is Pilates exercise or social meeting, and changes of official advice will need to be reviewed at the next meeting. (MT) to advise (BD) on a sanitise device that the hall may use. (KE) to produce A3 size hall entrance poster. **Action (BD,KE,MT)**
6. **Opening Village Hall:** Subject to the implementation of the Risk Assessment measures the committee felt that the hall could be opened, with reference to ongoing government and ACRE advice, from the Saturday 12th September for the discussion group. This date to be reviewed at the 11th August committee meeting and again at the 8th September meeting. (CW) to write to the regular users to tell them of this decision. **Action (CW)**
7. **Opening Play Area:** (MT) suggested that the area could be reopened mid - August. Before that can be implemented (BD and MT) will look at the risk assessment requirements and draw up guidelines to display on a poster that users will need to follow. The committee will meet at the play area at 10am on Sunday 25th July to clean the equipment and general area. (KE) to bring a leaf blower and jet cleaner. (MT) has interest from a couple of parents to

undertake day to day management of the area and will advise at the next meeting. (MT) wondered when the Cypress trees purchased by the committee might be planted. Concern was expressed if an outside hand sanitiser might go or be damaged, (MT) advised that he will be monitoring the area by CCTV. **Action (ALL)**

8. **Treasurers Report:** (CW) no change from the June position. If there was no business in 2020/21 and excluding the one costs and income the hall would have a deficit of some £1k to £1.4k, mainly insurance and electricity costs. Reserves stand at some £40k including the £10k emergency government grant. We should hear in early September if we have been successful in obtaining a £13.7k grant from FCC towards the toilet project. (BD) advises work could start later that month. An application has been made to Viridor for £13.7k in case the FCC application is unsuccessful, they meet in early October to make their decision.
9. **Cleaner :** (KE) advises that a near neighbour, Georgina, would like to take on the role of VH cleaner. This would nominally be two hours a week with some flexibility if needed, for example to clean after a busy event. The cleaner must be regarded as self-employed. The committee suggested an offer of £13.50 per hour and to pay for consumables. Subject to review, expect initial clean in August with regular cleaning duties from September. (KE) to discuss with cleaner and draw up schedule of duties. It may be necessary to buy floor mop, bucket and maybe other equipment. The Henry Hoover should be in one of the sheds and needs to be located. There is another Hoover in the extension donated by Yvonne some months ago. (BD) to review care and actions needed to the parquet flooring. **Action (BD,KE)**
10. **Maintenance Matters .** (BD) advised that the Cider cupboard changes now complete and paid. Gerry could fit the new emergency door from the kitchen on 24th August at the agreed £320 price. The stone snake decoration will need to be moved, (MT) will contact Kirsty to see what may be done. **Action (BD,MT)**
11. **AOB :** (BD) Advised that Maggie has donated a hose on a trolley to the VH. Suggested this may be used to wash the play area on the 25th.
(MT) said that he had registered the VH with Amazon Smile, purchases made on the site would attract a donation to the VH bank account.
(MT) said he would set up a new broadband router in the hall this coming weekend.
(CW) advised that our insurers had extended the unoccupied restrictions clause until 31st August.
(CW) would apply to our bank to enable payments to be made by bank transfer with second signatory, at the moment we can only use cheques. In addition we can only put monies into the 60 day interest account by bank transfer. (CW) suggests that all or some of the £10k grant could go to this account and gain at least some interest. This will require an application form to be completed, (CW) already has (SM's). He will copy form to others. **Action (CW)**
(KE) has received a quote from Roy of £350 to fit a side gate access alongside the vehicle access at the front of the hall. This was agreed for (KE) to proceed. **Action (KE)**

NEXT MEETING TUESDAY 11TH AUGUST 2020, 7.30 P.M. POSSIBLY AS A GATHERING OR ZOOM.

CHAIR SAM MYLAM