

MINUTES of the Village Hall Management Committee held virtually at 7.00 p.m. on Tuesday 2nd February 2021.

Present: Cllr A Carr (Chairman), Cllr W Best, Cllr L Cooper, Cllr K Hibbins, Cllr R Shields, Cllr E Wardle, Cllr M Windsor and Mrs S Massey.

1 member of the public.

81. Apologies Action
None.

82. Approval of the minutes of the previous meeting.
The minutes of the previous meeting were approved and signed.

83. Matters arising from the minutes of the previous meeting.
77. To discuss the current cleaning schedule and agree future requirements.

SM confirmed that the pavilion cleaning company has completed a deep clean of the building during the Christmas period and has been asked to carry out a scheduled clean on a monthly basis covering areas not included within the terms of the hire agreement.

79. Any other business

79a) All toilet tissue and hand towels will be moved from the boiler room and into the kitchen cupboards. Boiler room keys will be held by VHMC only. EW & SM will action.

EW/SM

79b) Concerns were raised regarding the safety of the installation of the full height gate installed by playgroup to the rear of the village hall without documented approval and the reasons why it was installed. Playgroup stated that the gate was to ensure that the children are kept in sight if they are playing outside at the back of the hall. MW suggested that if it is to contain children, that it could be shorter in height to enable adults to step over it in the event of an emergency. AC and MW to attend and investigate.

AC/MW

84. Events and Funding sub group report.
None.

85. To receive an update on the gas, electrical and fire testing.
SM confirmed that the boiler and gas testing took place on 24/11/2020 and the fire testing on 23/12/2020. The electrical testing will take place on the afternoon of Friday 5th February 2021.

86. Treasurer's report.
EW reported that 2020 accounts have been audited and will be

uploaded to the Charity Commission website. The closing balance of the account is £9,300 however, 2020 saw a deficit of -£776 due to the payment of the water re-piping work (£3384).

EW has obtained a quotation for the internal cleaning of the high cobwebs and the arched windows. Expenditure of £122.88 was approved.

EW has looked at the wet patches on the ceiling in the hall. These will be investigated further at half term when the building is empty.

EW will obtain quotations for the external window cleaning and has approval for expenditure of up to £40.

EW reported that there are 4 blown double glazed panels and has obtained a quotation of £265 to replace and fit. EW will obtain an additional quotation for comparison.

EW

87. Any other business.

a) Polling station booking

SM confirmed that we have had notification from the election manager that the village hall will be required for polling purposes on 6th May 2021. SM has contacted the officer who has confirmed that the decision not to postpone these elections has been taken by Central Government and that the date may change depending upon the on-going COVID situation. However, the officers still have to book the halls, equipment and staff at this stage to ensure that they are in place for the scheduled date.

88. Date of next meeting.

The next Village Hall Management Committee meeting will take place virtually on Tuesday 6th April at 7.00 p.m.

The meeting closed at 19.24.

These minutes are a true and accurate record

Chairman

Date _____