

Village Hall Management Committee Minutes of Meeting Tuesday 14th July
ZOOM Starting 7:30pm
Everyone was welcomed to this the first meeting since Lockdown due to
Covid 19.

Present: Peter Gantlett, Jill Maris, Barry Carter, Chris Thompson, Barbara Davis. Paul Greenway by audio link

Apologies : Jennie Lake

Minutes of the meeting 15th January - approved and agreed that Barbara should sign them.

Matters arising from last meeting:

Hearing loop – grant has been received. Peter awaiting some further information

Archiving documents – **ACTION Barbara to chase Marion Kent again**

Committee Room details adding to website and also to WVHA website - Done

Water softener up and running

Kitchen : cleaning of cookers – postponed

Lettings report :

a) **pre lockdown** – lettings were up

b) **during Lockdown** – towards the end of the period one couple have used the hall for ballroom practise on a Tuesday morning. A Marshall Arts group from Lyneham started by using the car park and now have 2 sessions on a Thursday late afternoon/early evening. This could affect WI as they regularly (under normal circumstances) have the third Thursday of every month booked.

c) **restarting lettings and directives re precautions to be taken** –

Peter Gantlett circulated in advance of the meeting, the precautionary details for re opening sent out by WVHA and ACRE . The action that should be taken was different according to whether the trustees were running activities in the premises for the community and when community groups were using it for themselves. The committee addressed the latter. Peter suggested a sanitising mist spray (more effective then just a spray) to be left in the foyer for users to use. The onus will be completely on the users to sanitise before and after their event. Fabric chairs should not be sprayed and curtains will be temporarily removed. Plastic chairs could be used as a temporary measure.

ACTION : Peter to add information to the usual Terms and Conditions of hire and circulate to the committee for approval.

Robin Greenway has a board with suitable instructions **ACTION : Paul to liaise with Peter**

Updating Village Hall section of Village website :

Approved 14th January 2020 to be added **ACTION : Barbara**

Treasurers report

Cash £911.01 Bank £11231.29 (includes grant for audio system also approx £1400 owed to Peter for items purchased)

Finance continued next

page

Bank signatories – update – still outstanding -ACTION: Chris

Examined accounts for 2018/19 – **ACTION: Chris to get accounts to Barbara who will get them checked by Engage**

Electrical supplier –link to feed-in tariff – keep on agenda

Electronic banking – **keep on agenda – to be actioned once signatures sorted.**

SSE increasing monthly payments – there seems to be a discrepancy with daytime/weekend meter readings.

ACTION: Peter to photo meters and send to Chris who will get the matter resolved and to look at a better deal with SSE

Peter (up until lockdown) had been carefully monitoring the electricity usage and discovered that the underfloor heating , which is necessary in very cold weather, is very expensive to run.

Solar panels have added £336 income up until April

Upkeep

- a. Working party for Oiling floor – in abeyance
- b. Cleaning – not relevant to date
- c. Curtains in main hall : to be removed, cleaning and mending
- d. Flower troughs –

ACTION: Jill and Barbara to look at new positions. All agreed that the trough at the X roads has been successful and similar should be planted at the V Hall.

Budget for purchase of some plants (others can be donated) up to £150

e One newly planted tree in the car park has died. Peter has watered all the new trees during the very warm periods

ACTION : Peter to contact Toomers regarding replacement

Fundraising /community event

None planned

101 Club – List is now up to date and prize money £30, £20 and £10 as last year.

ACTION: Barbara and Jill to continue with making the monthly draw and publishing in the Newsletter.

July : 1st John Pullen, 2nd John Gantlett, 3rd Nita King

August: 1st Brian Matthews, 2nd Terry Williams, 3rd

Jessica Aldridge

AOB

That an illuminated Village Hall sign to be placed on the outside of the building so that it can easily be seen in the dark.

ACTION: Barry

Date next meeting

– sometime mid August to be arranged dependant upon the Covid -19 situation and any further instructions regarding the use of the Hall.