

# SHERFIELD-ON-LODDON VILLAGE HALL MANAGEMENT COMMITTEE

Meeting Held on Thursday 6th July 2020 at 7.30 pm via “Zoom”

**Present:** Alan Ball, Bruce Batting, Ivan Gosden, Bruce Jones, Natalie Larner, Nick Robinson & Ian Sellars

**In attendance:** Eleanor Burt, Gilly Duckworth & Wendy Gosden

## 1. Apologies for Absence

All members of the Management Committee were present at the meeting.

## 2. Minutes of the Previous Meetings held on 1<sup>st</sup> & 4<sup>th</sup> June

Minutes of the meetings held on 1<sup>st</sup> and 4<sup>th</sup> June had been circulated and were agreed as a correct record.

## 3. Update From Previous Meeting

- (a) Biffin's Kitchen – George Biffin had used the kitchen at the Village Hall for one session which was successful. He has now gone to Cornwall for the summer but has passed on his slot to another George to continue at £50 per session.
- (b) ACRE Membership – Bruce Jones reported that he has signed the Village Hall up for the three months free membership on the top level tier and the committee can then decide at the end of the three month period whether to continue at a cost of approx.. £165 per year. Wendy Gosden has already made use of a zoom course on line.

## 4. Re-Opening of the Hall

Wendy reported that she had a big file of papers from HMRC with advice on the re-opening of halls. The necessary sanitizers etc have all been ordered. Yoga and Dance are not allowed to restart yet. Bowls could possibly start up again and the Band can by using the garden for practice sessions. No wedding receptions can be held and all wedding bookings have been cancelled.

All groups using the hall have to provide risk assessments and names and addresses of all attendees need to be maintained by the Village Hall.

Further guidelines are shortly to be issued by HMRC.

Wendy suggested that the Village Hall could re-open from September and it was agreed to work towards this date. Wendy reported that NADFAS are the only group currently keen to return soon but according to the guidelines this would not yet be possible.

Bruce Batting said that he has a steam cleaner that the Village Hall can use.

There are currently three weddings booked for 2021.

Regulations currently say that round tables cannot be used. All attendees must face forward.

Wendy said that she would like to write to all groups explaining the current situation and this was agreed by the Committee. Wendy has a risk assessment and contact details template which she can pass on to all groups who use the hall.

**Action: Wendy to write to all groups who use the hall explaining the current situation and the guidelines for reopening village halls and to let them know that the Committee intend to start re-opening the Hall from the beginning of September in accordance with guidelines issued by HMRC.**

## 5. Furlough of Caretaker

It was agreed to keep the Caretaker on furlough until mid August after which time she will be needed to help get the Hall ready for reopening in September.

## 6. Report from Duckwood Marketing

Gilly said that she needs to be sent the minutes for inclusion on the website and gave the following report:

**“Veolia (£30k)**

Application in progress and will be submitted by 12noon on Thursday 9 July.

**LEADER Rural Fund (£50k)**

Application in progress.

**Garfield Weston Foundation (£90k)**

Application in progress.

The next major fundraising task will be to apply to the National Lottery.

**Website**

Statistics:

\*186 people viewed the website, compared with 382 last month.

These people looked at 360 pages, which is 56% less than last month.

\*We had 87% new visitors (97% last month) and 13% returning visitors (3% last month).

\*Popular pages were: Home, Weddings, Facilities & Booking, Contact, Photo gallery, Our Trustees.

**Kitchen Offer**

We have been offered nearly-new kitchen cupboards and second-hand equipment from a local resident. However, we have had to refuse this very generous offer as we need to install a stainless steel and new equipment to comply with health and safety.

I have written to the person offering these and thanked them for thinking of us2

Ivan Gosden said that Rhydian Vaughan seems to be unaware of the Committee’s application for grant funding. Nick Robinson agreed to look into this.

**Action: Nick Robinson to contact Rhydian Vaughan regarding the application for grant funding**

**7. Quotes for Kitchen Alterations**

Ivan Gosden reported that only the lowest submitted price from M&B Builders is affordable and is not far off the figure budgeted. They anticipate a build time of 16-20 weeks plus kitchen fitting time. The Borough Council will pay the invoices for the work as payments become due. It was agreed to ahead and move to the next stage of the of the contract.

It was noted that the building works could affect a wedding booking in November.

**8. Caretaker’s Kitchen**

It was agreed to replace the Caretaker’s kitchen with cupboards taken from the Hall kitchen and to ask Roger Fuller to adapt and fit the units.

**Action: Kitchen cupboards taken from the Hall kitchen to be refitted into the Caretaker’s Cottage kitchen by Roger Fuller**

**9. Village Hall Monthly Market**

It was agreed that for the months of July and August it would not be possible to hold the village market but that the plan should be to aim to hold the October market but no firm plans to be made until September. It was agreed to suggest that an outdoor market could be held in September. Ivan Gosden agreed to speak to Hazel about these decisions.

**Action: Ivan Gosden to speak to Hazel about the possibility of holding an outdoor market in September and planning to resume markets indoors from October**

**10. Caretaker’s Request for Permission to Keep A Dog**

Following discussion it was agreed to allow the Caretaker to get a dog before the building works commence.

### **11. Beer Festival**

Ian Sellars confirmed that a decision would be made on whether to hold the Beer Festival by the end of July. Ian was of the opinion that the Beer Festival should not be held this year.

### **12. Loddon Valley Link**

It was agreed to include the following in the Loddon Valley Link next edition:

Extension – quotes received and considering options with a plan to commence works mid August

Hall Re-opening – hoping to reopen the Hall in September in accordance with Government guidelines and following deep cleaning – user groups will be contacted

Natalie agreed to send a draft to members of the wording of the LVL article

### **13. Other Business**

Acoustics – it was agreed that it would be ideal if the works could be carried out during the summer – Ivan will let Natalie know if the Playgroup will be closed at all during the summer months

Bat Survey – it was noted that one survey has been carried out – the second will be carried out during August

Dog Rescue Charity – a request from a dog rescue charity has been received for any unwanted banners Nick Robinson agreed to pass on any we have to Ian Sellars.

**Action: Nick Robinson to pass to Ian Sellars any banners no longer required.**

### **14. Date of Next Meeting**

Next meeting to be held Monday 3<sup>rd</sup> August

#### **List of Actions:**

**Wendy to write to all groups who use the hall explaining the current situation and the guidelines for reopening village halls and to let them know that the Committee intend to start re-opening the Hall from the beginning of September in accordance with guidelines issued by HMRC.**

**Nick Robinson to contact Rhydian Vaughan regarding the application for grant funding**

**Kitchen cupboards taken from the Hall kitchen to be refitted into the Caretaker's Cottage kitchen by Roger Fuller**

**Ivan Gosden to speak to Hazel about the possibility of holding an outdoor market in September and planning to resume markets indoors from October**

**Nick Robinson to pass to Ian Sellars any banners no longer required**