



Westleton Village Hall

Westleton Village Hall Charity No 1164038

MINUTES OF COMMITTEE MEETING HELD VIA ZOOM ON Thursday 28th May 2020 @ 15:00hrs

Present

Trustees: - Fiona Ireland, Ken MacGladrie, Dilys Hall, Liz Barton, Nick Santon, John Shepherd, Anne Ingram, Irene Bews

Centre Manager:- Annie Groves. (AG)

1. - *Apologies & notice of urgent items:* - Margaret Branton & Antony Clough, sent apologies. One urgent item, being Margaret Branton's resignation as a Trustee.

2. *Minutes of meeting held 10th March 2020 & matters arising*

AI raised one matter arising being item 7a regarding the planters. Minutes agreed as a true record and KM signed a copy (to be handed to FI at next face to face meeting).

3. *Urgent decisions taken since the last meeting.*

The hall was closed for all but essential meetings week beginning 16th March due to coronavirus pandemic and Government Guidelines, it was subsequently fully closed from 23rd March. A Community Care Network (CCN) was established with Parish Care, WI and the Parish Council with AG as coordinator, AG's time has thus been diverted over the last two months into establishing and running the CCN.

4. *Planning for reopening of the village hall.*

KM suggested that the trustees begin to pull together a draft plan for reopening which would need amending and developing over time. We anticipate receiving guidelines from Government and CAS prior to opening but it was felt we could produce a basic 'slow start' plan over the next few weeks. CAS have produced some guidance for halls opening with playgroups which, although not completely relevant to us, give some useful structure as to what we should be considering. It was suggested we should aim to produce a plan with a small meeting such as trustees AGM, or PC meeting in mind. The following actions were agreed-;

- *NS/FI to produce draft risk assessment.*
- *JS to contact user groups and ask what they envisage from the hall.*
- *KM will pull together current government documents in terms of advice and legal obligations to inform any decisions made.*

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- **IB/LB to look at bookings made and process for crediting user groups.**

Dilys suggested that we all need to think about what we could do differently to generate income for the hall, including things like meeting outdoors, ticketing for small events if we don't want to accept cash, film on the green etc.

Tony Ingram has drawn up some potential seating plans for 2 metre social distancing which are very useful and were circulated prior to the meeting.

Once a draft RA and plan has been produced DH to look at how we include the archive and use of.

JS suggested we need a statement of procedures alongside the risk assessment.

5. Maintenance & Development Plan.

The 5 year capital M&D plan was circulated by KM prior to the meeting.

AI asked whether there were restrictions on what the DEFRA money could be spent on. This had been circulated prior to the meeting but was clear it could not be used on car-parks, revenue or general maintenance. The following actions arose after some discussion:-

- Each trustee to use the plan, try to answer the questions in terms of importance and urgency, come up with suggested improvements.
- Once we have improved the plan we should prioritise the proposals.
- Once we have scored & prioritised the plan we follow the 5 step process.
- Items under £1000 can be excluded.
- Ops group will pick up the feasibility for an outside tap rather than water butt (suggested by AC prior to the meeting)
- LB suggested get quote for dado rail - potential for putting it up prior to the hall reopening. AG will contact Chris Freeman to ask about this, together with the main hall door lock and external notice board.
- JS will set up a doodle meeting request for one month's time (and give FI instructions on how to do it.)

6. AGM, Annual Report, Annual Financial Statement and Auditor's report.

The AGM has been postponed until we can physically hold it in the hall safely with up to 10 Trustees and x members of the public. It was suggested we could invite members of the public with a limit on the numbers, possibly making it a ticketed session. As MB has resigned as a Trustee there will be two vacancies MB and AI (following temporary appointment). **FI to confirm number and type of vacancies. KM will circulate options for holding AGM.**

The Annual Report to the Charity Commission has been drafted and will be circulated to Trustees for comment together with the financial statement and audit report shortly. The report and statement will need formal approval at the AGM.

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7. Extra Items.:

- IB spoke to AC during the week who suggested donating the poorly tree to the Common, where they could cut the top off allowing it to bush out. It could replace one of the planted trees on the Common that have died. All agreed.

Date of next meeting, to be confirmed.

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