

**The Village Hall Management Committee (“VHC”)**

**Minutes of the Annual General Meeting**  
**Held at Redhill House, Maplebeck**  
**12 August 2020**

**Present:** Derek Sayer (DS) (chair); Bob Gardner (BG); Charlotte Boyles (CB); Julie Grundy (JG), Andrea Sayer (AS), Rachel Gardner (RG)

|    | <b>Topic</b>  | <b>Action</b>  |
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| 1. | <p><b>Election of the committee</b></p> <p>Following the Maplebeck Annual Parish Meeting held on 7<sup>th</sup> August 2020 the above were elected as member of the VHC for the next year. DS has completed the relevant entries for the Charities Commission to confirm AS and RG as new trustees for the VH.</p> <p>It was agreed that we needed additional committee members and that a personal approach to members of the villages might be the best way to achieve this. Consideration would be given to likely candidates for when activities were re-started.</p> | All            |
| 2. | <p><b>Election of Officers</b></p> <p>DS, BG and JG agreed to continue to act as Chairman, Treasurer and Bookings’ Officer respectively. RG agreed to act as Secretary. It was decided not to formally elect a Vice Chairman and that another committee member would chair a future meeting, if DS were unable to attend.</p>   |                |
| 3. | <p><b>Key holders</b></p> <p>CB and JG both confirmed that they had keys to the VH but the committee was unsure whether past committee members still had their keys and whether Brendan Carson has a set. Agreed that this needed to be checked.</p>  | DS             |
| 4. | <p><b>Building actions</b></p> <ul style="list-style-type: none"><li>• BG to arrange exterior cleaning of Window and skylights</li><li>• The annual service of the boiler is required together with sweeping the chimney</li><li>• The emergency lighting will be replaced when new unit arrives</li></ul>  | BG<br>DS<br>DS |
| 5. | <p><b>Report from the Treasurer</b></p> <ul style="list-style-type: none"><li>• BG said that we had c£4,000 in the account of which £2,000 was the agreed reserve for repairs etc</li><li>• The PVs and RHI generate approximately £1,500 pa which covers annual expenditure and so the hall has no need to raise additional income at the current time</li></ul>   |                |

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| 6. | <p><b>Reopening Plans</b></p> <ul style="list-style-type: none"> <li>• DS said that he had been approached by the organisers of the Yoga and Pilates Classes and the Kurling group as to when the Hall might be reopened</li> <li>• DS has received extensive guidance from ACRE concerning the re-opening of Village &amp; Community Halls, which has been circulated to all committee members. BG gave the committee a list of the appendices that will govern the reopening.</li> <li>• DS asked members of the committee what they felt about the Hall reopening.</li> <li>• JG and CB felt that it was imprudent to reopen the hall given that infections in Newark are currently increasing, and there was uncertainty as to whether the reopening of schools in September could cause a spike in infections.</li> <li>• JG reported that the NHS continues to operate cautiously and that it would be onerous for the VHC to introduce deep cleaning after each usage. As trustees, we could not rely on users to do this. Furthermore, individual members of the committee could be putting themselves at personal risk in doing.</li> <li>• The committee concluded that community safety was paramount and we cannot currently safely re-open the hall. This decision will be reviewed in October. DS and BG will continue to work through the paperwork and look at what procedures and equipment are needed when the hall is reopened</li> <li>• DS will communicate the committee's decision to the individuals / groups who have asked about the hall reopening. In addition, he will email members of the 3 villages and other users to keep people informed</li> </ul> | <p>DS and BG</p> <p>DS</p>        |
| 7. | <p><b>AOB</b></p> <ul style="list-style-type: none"> <li>• <b>Weddings</b> - DS said that he had been approached by a wedding planner wanting to book the hall for 2021. It was agreed that we would inform them that the hall continues to be shut and that we will invite them to view it when it reopens</li> <li>• <b>Photos</b> – a photo of the new trustees, AS and RG, are required for the notice board in the hall. The photo should be taken in front of the blue curtain in the hall and JG would prepare the new board.</li> </ul>  | <p>DS</p> <p>AS<br/>RG<br/>JG</p> |
| 8. | <p><b>Date of next meeting</b></p> <p>No date for the next meeting was set given the current uncertainties.</p> <p>DS to call next meeting when appropriate.</p>   | <p>DS</p>                         |