

The Village Hall Management Committee (“VHMC”)

Minutes of the Meeting

Held Via Zoom

25th March 2021

Attending Charlotte Boyles (CB) Acting Chair

Donna Bowyer (DB), Max Crow (MC), Bob Gardner (BG), Rachel Gardner (RG), Julie Grundy (JG), Michelle Gunn (MG) Garry Smith (GS) Joanna Smith (JS)

	Topic	Action
1.	Approval of minutes of committee meeting 4 February 2021. Proposed by CB and seconded by JG	
2.	Matters Arising <ul style="list-style-type: none"> • BG reported that last year’s financial accounts have been reviewed independently and have been signed by BG and JG. A copy of the accounts will be posted on the village hall website. 	
3.	Co-opting of New Members <ul style="list-style-type: none"> • CB welcome Donna Bowyer, Max Crow, Michelle Gunn, Joanna Smith and Garry Smith to the committee. • All new members were duly co-opted on the committee. • RG to update Charity Commission website with Information for new members. • New members have received copies of Rules and Regulations and Charity Commission leaflet on being a trustee. 	RG
4.	Re-opening the Village Hall <ul style="list-style-type: none"> • <u>Local Election May 6th</u> <ul style="list-style-type: none"> ○ The Hall needs to open for the Local Elections to be held on May 6th. The VHMC must ensure it meets guidelines to ensure it is ‘COVID secure’. ○ BG has information from ACRE (Action with Communities in Rural England) and has supplies of hand sanitizer, tape etc. ○ BG to coordinate a team to ensure guidelines are implemented by May 6th. GS, JS, MG, MC to help. JG and MG to review and update risk assessment. ○ BG to contact NSDC to get further information about election. • <u>Additional Cleaning</u> <ul style="list-style-type: none"> ○ The COVID restrictions mean additional cleaning will be necessary. CB to talk to Gaynor Marples to see if she would be interested in doing this. • <u>Hall Hire charges</u> <ul style="list-style-type: none"> ○ The charges are laid down on the Village Hall website. BG said that they were ‘flexible’. They have not been increased in some time. Some discussion that we might need to levy an additional COVID cleaning premium to cover cleaning after each use. Terms and Conditions for Hirers will be reviewed to meet COVID guidelines. To be discussed at future meeting. 	BG BG, GS JS, MC MG, JG BG CB

	<ul style="list-style-type: none"> • <u>Future events</u> <ul style="list-style-type: none"> ○ RG to contact Andy Colclough to ensure Country and Western evening has been cancelled. ○ BG has not heard from the organiser of the proposed bike ride in July. Suggest he wait a month before contacting him. ○ CB reported that she thought that the Village Fete will probably not be held this year. RG to confirm. ○ Discussion that the VHMC have a village BBQ after COVID restrictions are lifted (21/6). Perhaps early July? ○ CB asked if anyone was interested in taking on role of liaising with Live and Local. No volunteers, so agreed that when we can meet up face to face, we will discuss what program of events we would like to put on. 	<p>RG</p> <p>BG</p> <p>RG</p> <p>Next meeting</p> <p>Future meeting</p>
5.	<p>Rules and Regulations</p> <ul style="list-style-type: none"> • These were issued to all member before the meeting and RG has made a few changes to clarify. BG rewrote the section on bank accounts to reflect current online practice. These were circulated to BG, CB and JG for approval prior to the meeting and then circulated to new committee members. • Items discussed: <ul style="list-style-type: none"> ○ Page 5 – ‘A risk assessment will be conducted by a suitably trained member of the VHMC for each major public event’. BG believes that the risk assessments guidelines are held in the village hall. MG to review them to ensure they are up to date and meet COVID restrictions. Training to be given to all VHMC members when hall fully reopens. ○ Page 6 – RG asked whether the first part of the document needed to go on the website as it was our internal operating document. Agreed that in the interests of transparency it will continue to posted on VH website when it is approved and signed. ○ Page 7 – Equal Opportunities. RG said that it did not reflect current rules and needed updating. RG to amend and submit to committee for comment at next meeting. ○ Page 12 – Policy Statement for Children and Vulnerable Adults. JG confirmed that she is happy to continue as ‘nominated person’ for the committee. JG to check whether the ‘useful numbers and contacts’ in statement are up to date. ○ Page 16 – Complaints Procedure. Everyone on VHMC agreed that they were happy to be contacted by people in the event of a complaint as most complaints are expressed informally. Agreed that we should keep a log of complaints. GS suggested that complaints that are not easily resolved should be put in writing. RG to draft an amended policy to be discussed at next committee meeting. ○ RG suggested that we need a Data Protection Statement to say what we do with individuals’ data including that of trustees. CB has circulated a model statement from ACRE that can be used. BG and JG said Data Protection been discussed extensively in previous Committee meetings and that a policy should exist. RG and BG to try and locate. 	<p>BG</p> <p>MG</p> <p>All</p> <p>RG</p> <p>JG</p> <p>RG</p> <p>RG</p> <p>BG</p>
6.	<p>AOB</p> <p>No other business</p>	
9.	<p>Date of Next meeting</p> <p>15th April 2021 at 8.00 pm</p>	