

The Village Hall Management Committee (“VHC”)

Minutes of the Meeting

Held in the Village Hall

21 May 2021

Attending Charlotte Boyles (CB) Chair

Joanna Smith (JS), Garry Smith (GS), Rachel Gardner (RG), Bob Gardner (BG), Don Bowyer (DB)
Max Crow (MC).

Apologies received from Michelle Gunn (MG)

	Topic	Action
1.	Approval of minutes The minutes of committee meeting held on 16 April 2021 were approved.	
2.	Election of Officers and allocation of responsibilities BG re-elected as Treasurer. Indicated that he wishes to step down as treasurer at the next AGM. RG re-elected as secretary. No candidate for Chair although CB to ask MG if she is interested. CB will continue to Chair meetings for the interim. GS to take over publicity and to help BG with boiler etc in winter months. Other committee members will organise and help at events. Various ‘friends’ of the hall are taking care of garden.	CB GS GS & BG
3.	Treasurer’s report BG advised last year accounts are on website. Currently have around £3k in bank account. No major expenditure envisaged in immediate future.	
4.	May 6th Local Election <ul style="list-style-type: none"> • BG advised that he and MG had completed risk assessment for election and measures implemented prior to polling day. • Taping used to indicate one way system was not adequate and blew off. Need to source more robust signage for future events. • A lot of confusion as to what NSDC were providing and so committee agreed that for future events, VHMC will supply hand sanitiser and other equipment required. 	BG
5.	Reopening of village hall after 21 June <u>Requirements</u> <ul style="list-style-type: none"> • BG reported that he had a letter from the insurance company querying whether the hall would be reopened after 21/6. Committee confirmed that that was its intention. BG to confirm to insurance co. • Insurance company has various requirements. RG to incorporate these into the hall hire terms and conditions that hirers will be asked to agree to. • The insurance company has specific requirements about cleaning, and these will be looked at and Gaynor advised accordingly. Agreed by committee that for the sake of clarity and consistency, ALL hirers of the hall will be charged a cleaning charge until such restrictions are lifted. <u>Regular events</u> <ul style="list-style-type: none"> • Kurling group seems keen to restart. 	BG RG RG

8.	<p>AOB</p> <ul style="list-style-type: none"> • MC asked if we could produce a map of the village with the names of the different house marked on them to assist with delivery queries. Some discussion about privacy of villagers. • BG showed the committee the picture done for Derek Sayer and VH. Agreed it would go where clock currently is and clocked moved to back wall. Committee agreed to fund a voucher for a meal at a good restaurant. BG to arrange. • CB said that Gaynor had asked if the VHMC could invest in a mop and cleaning material suitable for cleaning the hall floor. Committee agreed. Also, Gaynor had asked that we get stainless steel cleaner for use in the kitchen. CB to ask her to get what she needs, send receipts to BG and we will reimburse her. 	<p>BG</p> <p>CB</p>
9.	<p>Next meeting</p> <p>The next meeting will be held at 7.00 pm on 8th July. Villagers to be invited to help plan Street Party. Committee meeting to be held afterwards.</p>	