

## **Linton Village Hall AGM Meeting**

### **03 August 2020 – 7.00pm**

### **Minutes**

Item	Topic	Lead	Paper	Actions																				
<b>1</b>	<b>Welcome and Introductions &amp; Apologies</b>  <b>In attendance</b> Alison Smith, Eleanor Smith, Jack Hornsby, Graham Steward, Pat Whetton, Sarah Hasell, Andy Hasell, Roger Redfern, and Barry Jeffries  <b>Apologies</b> Mark Lintin, Pauline Lintin, Hayley Curtis,																							
<b>2</b>	<b>Minutes of Previous Meeting – 27 January 2020</b> Approved as a true record.																							
<b>3</b>	<b>Action Log</b> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 15%;">Meeting date</th> <th style="width: 15%;">Item Number</th> <th style="width: 30%;">Action</th> <th style="width: 40%;">Status</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">24/06/2019</td> <td style="text-align: center;">6.2</td> <td>Digital Banking- Look into the set up of PayPal and digital banking</td> <td>Paypal has been set up. Digital banking will be applied for once the signatures have been confirmed. Will look to change account to Barclays</td> </tr> <tr> <td style="text-align: center;">27/01/2020</td> <td style="text-align: center;">5</td> <td>Policy Review</td> <td>All Approved.</td> </tr> <tr> <td style="text-align: center;">27/01/2020</td> <td style="text-align: center;">8.2</td> <td>Gardening contract review</td> <td>Contract awarded for 3 years to Blooming Gardens</td> </tr> <tr> <td style="text-align: center;">27/01/2020</td> <td style="text-align: center;">9.3</td> <td>Barrier assessment</td> <td>Not Started on hold.</td> </tr> </tbody> </table>				Meeting date	Item Number	Action	Status	24/06/2019	6.2	Digital Banking- Look into the set up of PayPal and digital banking	Paypal has been set up. Digital banking will be applied for once the signatures have been confirmed. Will look to change account to Barclays	27/01/2020	5	Policy Review	All Approved.	27/01/2020	8.2	Gardening contract review	Contract awarded for 3 years to Blooming Gardens	27/01/2020	9.3	Barrier assessment	Not Started on hold.
Meeting date	Item Number	Action	Status																					
24/06/2019	6.2	Digital Banking- Look into the set up of PayPal and digital banking	Paypal has been set up. Digital banking will be applied for once the signatures have been confirmed. Will look to change account to Barclays																					
27/01/2020	5	Policy Review	All Approved.																					
27/01/2020	8.2	Gardening contract review	Contract awarded for 3 years to Blooming Gardens																					
27/01/2020	9.3	Barrier assessment	Not Started on hold.																					
<b>4.</b>	<b>Election of Officers</b> <ul style="list-style-type: none"> <li>● Chair- Alison Smith elected</li> <li>● Vice Chair- Jack Hornsby elected</li> <li>● Secretary – Eleanor Smith elected</li> <li>● Treasurer – Marie Styring elected. The committee would like to thank Sarah for the last 14 years of hard work as treasurer.</li> </ul>																							
<b>5</b>	<b>Chair Report/items</b> <b>5.1 Funding applications update</b> <ul style="list-style-type: none"> <li>● Garfield Weston- £10K awarded</li> <li>● Screwfix – Not successful</li> <li>● DCC – Not successful will reapply in 2021 for any outstanding requirements</li> <li>● Vieola – Not successful</li> <li>● Bernard Sunley - £5K awarded</li> </ul> Total funding secured £92492. The project has been amended to reflect the funding achieved.  <b>5.2 Refurbishment Works Update</b> The main toilets and a disabled toilet have been completed. The storeroom has been decorated and a wider entrance, flooring and loft ladder installed. Rear fire escape door and kitchen door replaced. Flooring replaced to the main entrance, kitchen entrance and cleaner room and decorated. Cleaner room now houses the combi boiler and has had a Belfast cleaner sink installed. A lock has been placed on this door to secure against hirers entering.																							

	<p>Air conditioning and heating units have been installed and the radiators and hot water are powered by the combi boiler. The new front door is on order. The painting of the main hall has commenced. The Wi-Fi is being installed on Friday and the replacement CCTV is going in on 27 August.</p> <p><b>5.3 Reopening and COVID Secure Requirements</b></p> <p><b>5.3.1 Current Regulations</b></p> <p><a href="https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities?fbclid=IwAR2rN4nN0qPAsfNU1kp259O0D_ou-b_rAPsX2F2W7BbtFrixm7kU4VhtCsk">https://www.gov.uk/government/publications/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities/covid-19-guidance-for-the-safe-use-of-multi-purpose-community-facilities?fbclid=IwAR2rN4nN0qPAsfNU1kp259O0D_ou-b_rAPsX2F2W7BbtFrixm7kU4VhtCsk</a></p> <p>The current regulations are complex and there are a significant number of activities that the hall cannot be open for at the moment. The hall will only be hired to regular hirers at present.</p> <p><b>5.3.2 COVID Secure Risk Assessment &amp; Hirers Assessment</b></p> <p>A risk assessment has been produced to ensure the building is Covid-19 safe. We will ask all hirers to complete the actions that they will take to keep the building and attendees Covid safe and to detail which parts of the hall they will use. As we can only open for allowed activities these are the regular hire activities such as keep fit, bowls slimming world and drama. Auctions can not take place yet, and performances have just been placed on hold. <b>Post meeting Note: Performances and Auctions are now allowed.</b></p> <p>Only when the risk assessments have been approved will a booking be accepted. All hirers will be required to clean all areas and equipment, tables, chairs, toilets etc when used. AS to assess all risk assessments. These will be retained for 6 months following ad hoc bookings(when allowed) or for 6 months after a regular hirer gives notice.</p> <p>Hall has been cleaned and signage placed in all areas to meet the regulations for opening.</p> <p><b>5.3.3 Opening restrictions &amp; requirements</b></p> <p>These will be reviewed based on government requirements and any amendments or reductions acted up on as soon as possible. Decision to implement a clean down requirement following any larger parties or children’s parties it was agreed that a fee of £40 will be required so that the contracted cleaner can be paid to ensure a deep clean has taken place. This will be non-negotiable and paid at the point of booking with full balance. Payment will be by BACS or PayPal.</p>
5	<p><b>5.4 Review of Decisions taken during COVID Lockdown</b></p> <p><b>Closure of hall</b> – Decision taken by email on 20 March 2020  <b>Business interruption grant</b> – Applied for and awarded £10K  <b>Pop up farm</b> – British food box ran a pop up on the car park successfully  <b>Repainting of hall and stage</b> – Decision taken in July to repaint prior to opening  <b>Replacement front doors</b> – Added to phase 1 and costs approved on 30 June 2020</p> <p><b>5.5 Policy Review</b></p> <ul style="list-style-type: none"> <li>● <b>Data Security</b> – Approved</li> <li>● <b>Energy and Environment</b> - Approved</li> <li>● <b>Equality and Diversity</b> - Approved</li> <li>● <b>Finance and Procurement</b> - Approved</li> <li>● <b>Fire Risk Assessment 2020</b> - Approved</li> <li>● <b>HSE Assessment</b> - Approved</li> <li>● <b>Privacy Notice</b> - Approved</li> <li>● <b>Vulnerable persons</b> - Approved</li> </ul>

	<p><b>Outstanding Policies</b>  <b>Health and Safety Policy</b> to be completed and approval sought remotely from the committee- <b>Action Alison Smith</b></p> <p style="text-align: center;">For Discussion/ Agreement</p>
<b>6</b>	<p><b>Treasurer Report</b></p> <p><b>6.1 Finance update</b> £46,961 in the bank across all accounts and including cash in hand. Various invoices paid for the builder and to make the building COVID-19 secure. Summary of income was shared with the committee and a copy of the accounts. Decision taken to use the business interruption grant to support the costs of becoming COVID-19 safe, furlough costs and income decline. The monies will be used for the account year September 2019-20 and September 20-21. Updates been submitted to the Charity commission along with the accounts for 2019.</p> <p><b>6.2 Banking signatories</b> - Form has been completed a second time waiting for the bank to confirm approval. Will look at transferring the account to Barclays</p>
<b>7</b>	<p><b>Booking Manager &amp; Bar Manager Report</b>  <b>NOTE: No booking took place between March – September due to COVID Closure.</b></p> <p><b>7.1 Future Bookings and Management</b>  New booking form will be required to reflect COVID-19 requirements. – <b>Action AS to produce and circulate</b>  All bookings will require a form and risk assessment to be completed and approved prior to confirmation. Forms will be emailed or downloaded from the website. A calendar will be available on the website so people can see availability and send an enquiry form in. All booking access information etc except the access codes will be online.</p>
<b>8</b>	<p><b>Maintenance Managers Report</b></p> <p><b>8.2 Garden contract review</b>  A 3-year contract was awarded to Blooming gardens and commenced in April 2020 following the tender process. They were the most cost-effective bidder.</p>
<b>9</b>	<p><b>Any Other Business</b></p> <p><b>9.1 A gift to you</b> Community group that supports the supply of food and essentials to local food banks and community kitchens. They receive donations from supermarkets through the national charity Food Share and disperse it to local food banks. TK the cleaner is one of the organisers. They had an opportunity for 3 large deliveries during the closure and AS gave permission for them to use the back room to store items until they could be delivered. All items should be delivered by the end of August. They are working with the council to locate permanent premises to operate out of for the future, and the hall will support them until this is achieved.</p>
<b>10</b>	<p><b>Date and time of next meeting</b>  <b>14 December 2020 -7.30pm ** Post meeting note this was cancelled due to national pandemic restrictions</b></p>