

**TRUSTEES OF
WEST HOATHLY VILLAGE HALL**
Charity Registration Number: 305328

Document reference: 2019

**Minutes of the Meeting of the
West Hoathly Village Hall Management Committee held on
Monday 8th June 2020 at 7:30pm**

Members

Ken Allfree (Chairman)	Paul Brown
Robert Bruce *	Kevin Gould
Anne Halligey (Vice Chairman)	Douglas Denham St Pinnock

* denotes absence

Also Present:

Helen Schofield

Due to the restrictions put in place in response to the Covid-19 pandemic this meeting was held using video conferencing technology.

28) To receive apologies for absence

Apologies were received from Robert Bruce.

29) To receive declarations of interest from Councillors in respect of any matter on the Agenda

There were none.

30) To approve the minutes of the Meeting of West Hoathly Village Hall Management Committee held on 17th February 2020 ([Document Reference 2004](#)) and 18th May 2020 ([Document Reference 2017](#))

The minutes were approved and the Chairman will sign them as a true record at a later date.

31) To receive the [clerk's report](#) and note any point of interest

The clerk's report was noted.

32) To monitor [actual expenditure v budget](#) to 31st May 2020

The expenditure was noted.

33) To consider the financial position for the Village Hall and the impact of closure due to the Covid-19 pandemic.

The Hall closed on 24th March 2020. Invoices have been sent to regular hirers for their use up to that point.

Whilst Pre-School may open for some days before the end of the summer term the only other group that may look to use the Hall before September at the earliest is the Karate group (although this will be subject to Government guidance). The Hall is likely to be at least £2,250 down on its regular income this year.

The Flat tenant has signed the lease for a further year so this should provide some regular income to the Hall.

34) To consider steps that may need to be taken prior to the re-opening of the Hall.

During the Hall closure the cleaner has been carrying out a thorough clean.

Annual testing needs to be carried out and it was agreed to do this over the summer.

Once the Hall fully re-opens hirers will need to take responsibility for ensuring surfaces are cleaned at the end of their session and before the next session starts. This may need a review and adjustment of some start and end times to ensure this can happen.

Action with Communities in Rural England (ACRE) have issued guidance for the opening of Village Halls for Pre-Schools. This is a useful document for reviewing the Hall Risk Assessment to take account of Covid-19 and to create a checklist that Hall users will need to agree to carry out at the end of each session.

35) To receive and review the [Annual Report of the Trustees of West Hoathly Village Hall](#) for the year ending 31st March 2020 prior to approval by the Parish Council.

The Management Committee agreed the report for submission to the Parish Council for approval.

36) To consider the quote for re-sealing the floor.

The quote was reviewed. Whilst it was important that this was done the committee decided it was not the best time to have a significant outlay of money when there was no income from Hall hire.

It was agreed to delay the decision and, in the circumstances, bring it to the Parish Council meeting in September when the position on hall usage would be clearer.

37) To consider next steps in the Village Hall and Flat refurbishment

It was agreed that the Chairman would contact Bob Darvill and see if he was now in a position to prepare a specification of the work necessary on the flat staircase and also the lobby area and archive storage space.

Once this is ready it can be sent out to tender. It was agreed that it would be useful to know how long contractors would hold their quotes as the process of requesting and approving a loan would take time.

The clerk will ask SSALC how long it takes for a PWLB loan to be approved once submitted with the necessary paperwork.

38) To note items of interest or items for inclusion at the next meeting

The flat tenant has asked if he could replace the carpet in the flat hallway. The committee were happy for this to be done as long as he understood that the work on the lobby area would impact the hallway.

Date of next meeting 19th October 2020

There being no further business the meeting closed at: 20:10

Chairman-----