

West Stafford Village Hall Committee

MINUTES of the meeting on Thursday 11 February 2021 via Zoom.

PRESENT: Major Haynes (Deputy Chairman), Adrian Edwards (Chairman elect), Jim Chamberlain (Secretary), Ian Bell (Treasurer), John Aplin-(Bookings), Linda Kemp. Parish Council adviser/liaison: Sandy Tubby, Richard Clegg, Gordon Shaw.

APOLOGIES: Maggie Haynes, Jacque Walton.

RESIGNATIONS: Derek and Diane Keeling, Alan Kemp, Sylvia Hanney

ELECTION OF CHAIRMAN: The meeting to this point was chaired by Major as deputy chairman. The resignation of the previous chairman, Derek Keeling, was noted. Adrian Edwards has been nominated as potential chairman. Proposed by Jim Chamberlain, seconded by Gordon Shaw. Vote taken which was unanimously in favour of Adrian Edwards. Adrian assumed the role of chair of the meeting from this point.

MINUTES of the meeting held on 2 April 2020 were circulated and were agreed as a true record.

MATTERS ARISING

None

CORRESPONDENCE

None.

TREASURER'S REPORT

The detailed financial reports and commentary for January 2021 had been circulated and were noted. Ian highlighted the previous Lockdown grant of £10,000, which has more than covered our usual average annual expenditure (approx. £3,000). A further grant towards running costs may become available shortly. Thanks to Ian for his detailed reports, and his efforts in obtaining grants..

BOOKINGS REPORT

Due to the Government Guidance/Instructions relating to the Coronavirus pandemic, all bookings have been cancelled, pending a relaxation of the restrictions, and the village hall is closed for all uses currently. John reported one future booking, namely for the use of the village hall for the local election polling on 6 May. This will be exempt from any restrictions that are still in place at that time.

MATTERS NEEDING URGENT ATTENTION

1. Maintenance of the village hall. Noted that Derek undertook general oversight of the village hall and gas bottle surveillance, informally visiting the hall approximately weekly whilst it has not been in regular use. There is the question of whether a caretaker/handyman needs to be employed, or whether maintenance can be managed by the spot purchasing of services when required. The latter would be the preferred option if this proves manageable. Noted that following Jim's visit, the outstanding issues currently appear to be the build up of window condensation/damp curtains (addressed to some degree by running the heating for a day), and the expansion/sticking of the wooden external doors (both front doors, the rear door to the patio, and the doors to the gas cylinder cupboard). Agreed that Jim and Major would make a visit to the hall to draw up a list of issues which might need periodic attention. Agreed a weekly visit to the hall for a general check whilst the hall is not being used would be wise. John and Adrian agreed to share this task pro tem.
2. Cleaning of the village hall, previously undertaken by Diane. Agreed the ideal would be to employ a local person to undertake this as required. Agreed advertise in Oyez and on the web site.
3. Use of the village hall during Coronavirus restrictions. Currently no use permitted. Once restrictions are relaxed, then village hall groups will be permitted to resume, subject to undertaking their own risk assessment, and making arrangements for disinfecting the hall before and after use. Currently the

adult table tennis group is the only group to have undertaken such a risk assessment. Hirings by individuals/groups who are not regular hall users would not be permitted, due to the difficulty of managing the risk of Covidvirus contamination, which the village hall would be liable for.

4. Summer fundraising Stafford House 7.7.21. This date remains in place as Emma Fellowes is still committed to holding the event if possible, although Jacquie advises that it is not possible to undertake any preparation/confirm events/bookings due to the current lockdown. Agreed it seems most likely that the event will eventually have to be cancelled as Covid restrictions/risk factors are forecast to still be in place during the summer. Jacquie to update as appropriate.
5. Luncheon club following Diane's departure. Noted that this monthly event was a significant social gathering/support for many people, as well as being a major fund raising activity (£5,000 raised in the last full year of operation), prior to the current Covidvirus restrictions. Linda reported that she has been in discussion with several people who have previously helped with the lunches, regarding the possibility of some kind of similar event, probably scaled down from the more ambitious 3 course lunch. There is therefore the potential to retain the social gathering/support element of this tradition, although it is unlikely to be able to replicate the fund raising potential. Linda to report back on progress/proposals.
6. Recruitment of new committee members. Adrian noted that the committee is 4 members down following the resignations, Agreed approach recruitment via publicity in Oyez, and on the website, and by personal contact, especially with new arrivals in the village, when lockdown restrictions permit. Jim to maintain a copy of the current Oyez on the village hall noticeboard.
7. Leaving message/gift for retiring committee members. Required for Alan and Sylvia, and in particular for Derek and Diane, who have been of major significance to the activity of the village hall and the committee for many years. Major to draft letters of thanks for Adrian's attention. Major to discretely sound out Derek about what kind of gift might be welcomed. Thus far vouchers for the Wise Man, hamper from the Fridge, and a garden bench/furniture have been suggested.
8. Use of the village website. John and Adrian reported that James remains committed to the maintenance of the website, but needs more input regarding content. Committee members are invited to send possible content to Adrian who will filter and pass to James as appropriate.
9. Parish Council members on the village hall committee. Sandy confirmed that Parish Council members cannot be trustees of the village hall, and that therefore although they are keen to have input into the village hall, cannot be full committee members. It was clarified that their role on the committee should henceforth be regarded as for the purpose of providing advice, and liaison with the Parish Council. They will not have voting rights on the committee.
10. Items for Oyez. Adrian advised that Oyez is not being published every month due to lack of content. It was suggested that in the current climate a seasonal edition may be more appropriate, eg, Spring, Summer. Adrian will explore the timing of the next edition, and look to include the matters referred to above as benefitting from publicity in Oyez.

DATE OF NEXT MEETING:

25 March, 7.30

The Meeting concluded at 8.40.

Jim 12.2.21.