

**MINUTES OF THE WHITTINGTON VILLAGE HALL MEETING OF MANAGEMENT TRUSTEES**  
**MEETING TO BE HELD 7.30 Monday 10<sup>th</sup> August 2020**  
**Via ZOOM**

1. **Present** : Mr G Hyde (Chairman) Mr J Palmer ( Vice Chairman) Mrs C Jones (Booking Secretary), Mrs L Lacey (Treasurer), Mrs B Taylor, Mrs P Stewardson, Mr M Stewardson, Mr D Pattison, Mr D Price, Mr J Hall, Mrs J Perry, Mrs S Evans, Mrs M Worsfold (Secretary)
2. **Apologies** Mr S Newman
3. **Minutes Previous Meeting** – Held 13<sup>th</sup> July 2020. The minutes were proposed as a true record by Mrs S Evans seconded by Mrs B Taylor and signed by Mr Hyde (Chairman)
4. **Matters Arising** – Meeting 13<sup>th</sup> July 2020  
Flag Purchase – This was still in hand. Lynne asked if she could look at it to see if it can be reinforced before it is put up. **Lynne to liaise with David.**
5. **COVID up date** – Chris reported that the Hall is now COVID Secure. We have installed all the necessary sanitisers and paper towels Only the Disabled Toilet and the Toilet by the MFL will be open, and the Kitchen will remain closed. Sufficient signs have been put in place in both the Hall and the MFL and instructions have been sent out to users regarding cleaning. We would like to invite all Committee members who were not part of the RAG group to come and walk through and see how the system operates. **Please email Chris she will organise a suitable date and time.** There will be a final meeting of the RAG group to tie up any loose ends.  
Cleaning – Anna came in on Saturday and has cleaned the MFL, the MFL Lobby and Toilet, and at a later date will be coming back to clean the Hall, Toilets and Kitchen.  
John had contacted the flooring company and had been advised that there was no product that can be used on the floor without removing the polish.  
Garry said at this stage we have not changed the key pad number, users will be given the new number prior to their return.
6. **Minor Maintenance** –  
John reported that the Boiler has been serviced and checked but there was still a small leak which would be monitored, – **Remove from agenda**  
The Fire Alarm had been serviced. The new Fire Certificate had been placed on the notice board. **Remove from Agenda**
7. **Treasurers Report** – Lynne said that she had sent out the figures which show the actual figures for 6 months, we show a surplus of £738. Questions had been raised by David Taylor regarding the £25k Government Grant we had received. This had been checked out by Garry and it had been confirmed that this was a grant which could be carried over and was to offset running costs during a time when our income was reduced.  
David asked where the £25,000 appears on the accounts, Lynne said that this was shown in the Creditors figure. The accounts were accepted by Mr Pattison and seconded by Mr J Palmer and signed by Mr G Hyde (Chairman).
8. **Booking Secretaries Report** - Chris said that due to current restrictions she had cancelled all one off week end bookings until the end of 2020 and was not taking any more this year  
To Date the following groups have indicated that they will be returning

Denise Keep Fit, Sunday Night Dancers, Craft Club, Caldwell Children, Sue Evans, Mike Sheridan on reduced number of sessions, David Price, Lavinia. Mothers and Toddlers but his requires further discussion.

Groups not returning at the moment are Bridge, Flower Club, Wednesday Club, Rob Kirk, there is a question regarding Moo Moo Music and Cat de Bloc.

We are still awaiting a reply from the WI, Whittington Players, and Kim Wood, if groups are not coming back they should advise us.

#### **Charging Returning Users –**

**Doctors** – Garry proposed that we give a further free quarter

This was agreed by all Committee members

It was proposed that for returning hirers we make no charge between 14<sup>th</sup> and 28<sup>th</sup> September. This would enable us to gain feedback and iron out any problems

**This was agreed by all committee members.**

Future Bookings – The following options were discussed

- (i) Do nothing and charge everyone
- (ii) Give hirers free month
- (iii) Give hirers 3 months at half price on whatever date they return. It was noted both the Treasurer and The Booking Secretary could accommodate this.

#### **The Committee agreed to Option 3.**

9. Doctors Liaison- Update – Garry to inform Steve Cowley of the decision to give a further quarter free. **Garry to action**

The Flu Clinic will be held on the 16<sup>th</sup> September a meeting will be held to finalise details.

10. Health and Safety – First Aid Boxes - 3 new boxes had been purchased (Hall, Kitchen and MFL) , plus one Burns First Aid Box for the Kitchen plus Eye Wash Stations. These meet statutory H&S requirements.

11. Correspondence – Nothing to report

12. Essential Major Maintenance –

Replacement Dimmers Main Hall – these were being fitted on Friday 13<sup>th</sup> August.

A new extension plug was to be fitted in the MFL for the wine cooler to facilitate its use.

13. Finance Sub Committee –

2020 Projects Updates – Garry said that

**Purchase IT Equipment – Treasurer on hold until new financial year**

Hall Front Door – Has been fitted – **Remove from Agenda**

Tarmac Car Park - On Hold

Ground Work /Hedge Cutting – Garry to contact Tonks to arrange for further hedge cutting.

Replacement Curtains – On hold

New Chairs – These had been received and were being kept under polythene wrap until they can be brought into use. – **Remove from Agenda**

14. Additional IT Equipment – A new HP Pavilion lap top for the Booking Secretary plus Norton Anti Virus and Office 2019 life time cover at a total cost of £666.38- **Remove from Agenda**

15. Users Groups –

Flower Club were not planning to return until March 2021

Jackie - WI are not planning to return until 2021.

Mal . Wednesday Club were hoping to return in the New Year

Jon - Computer Club – Are not considering coming back until after Christmas.

Sue – the Ukulele Group will be returning in October.

David said that the Whittington Players were on holiday until September, they want to come back but they are waiting a decision on this.

16. Buddy Users Groups – Garry said that he and Chris had spoken to a number of groups.

Monday Night Dancers not planning to return until 2021

17. Publicity/Promotion Committee

All items on hold.

18. Carols Round the Tree – It was agreed to wait a further month before making a decision on cancelling this event.

19. Grant Application

Purchase of Indoor Christmas Trees – Garry to check with the Parish Council to confirm if the grant could be carried over to 2021

He said it was a Parish Council Decision regarding the outside tree.

20. Any Other Business – Urgent Non contentious –

New rubber feet had been purchased for the plastic chairs.

Volunteers were asked for to fit the feet, time arranged for 9.00am Monday 17<sup>th</sup> August.

John reported the Blue Rubbish Bin stayed locked when the lid was put down. It was agreed to keep it locked until 14<sup>th</sup> September to stop anyone using it.

Chris advised the Committee of Garry's current health issues and said that at times he would not be available to carry out some duties and may have to ask other people to help out.

21. Date of Next Meeting – 7.30 14<sup>th</sup> September 2020 – via Zoom

An additional Zoom Meeting may be held in August to finalise outstanding issues

**Note – Feet Fitting – The date has been changed to Monday 24th August**