

MINUTES OF THE WHITTINGTON VILLAGE HALL MANAGEMENT TRUSTEES
MEETING HELD 7.30 Monday 8th Feb 2021
Via ZOOM

1. **Present:** Mr G Hyde (Chairman), Mr J Palmer (Vice Chairman), Mrs C Jones (Booking Secretary), Mrs L Lacey (Treasurer), Mr D Price, Mrs P Stewardson, Mr M Stewardson, Mr J Hall, Mr D Pattison, Mrs B Taylor, Mrs S Evans, Mrs J Perry, Mrs M Worsfold (Secretary).
2. **Apologies:** None
3. **Minutes Previous Meeting:** – Held 11th Jan 2021. The minutes were proposed as a true record by Mr Derek Price seconded by Mrs Lynne Lacey and signed by Mr G Hyde (Chairman).
4. **Matters Arising** – Meeting 11th Jan 2021 - Nothing raised
5. **Chairman's report:**

VILLAGE HALLS ZOOM MEETING

25th JANUARY 2021. IMPORTANT ISSUES RAISED

- a. Safeguarding Policy needs updating and we need to ensure our users are complying with the requirements
 - b. Unincorporated village halls, according to charity commission cannot hold virtual AGM's online. Our options are: -
 - Amend constitution to allow virtual AGM's - time consuming. not practical
 - Delay AGM to a future date and record the decision in the minutes. Not satisfactory
 - Committee agree to hold a virtual AGM record decision in minutes and ensure that the meeting is publicised to ensure that residents can participate
 - **The Committee all agreed to take the option of a virtual AGM. Invites would be placed on social media and notice boards to ensure all residents are aware and can participate. Garry/Chris to action**
 - c. For information The National Census will be held digitally on Sunday 21st March 2021. This may well impact on those people who do not have internet or digital skills.
 - d. A reminder was issued that halls should ensure accounts are sent to the Charity Commission in line with their rules and by the due date. We are up to date to 2020
 - e. The COVID Grants were discussed. It was again re-iterated that they are grants, will not need to be paid back, should be treated as income and as they are not for a specific purpose can be carried over into the following year.
 - e. Star Awards for Trustee are again being held. The deadline for nominations is the end March 2021 nominations should be forwarded to Garry. This is an opportunity to recognise the excellent work of committees. **All Committee members to note**
6. **Covid update** – In line with government guidelines the hall remains closed for all activities until 14th Feb. at the present time we have no indication of what action the government will take on the 14th Feb so we will have to wait and see. Prior to any re-

opening it will be necessary for us to have a further complete and thorough clean of the hall

Lateral Flow Testing

We were contacted by Staffordshire County Council asking if we would make the hall available for Lateral Flow Testing on Sunday 7th Feb from 10.00hrs to 12.30hrs. we were further asked if the hall could be available for all 4 Sundays in Feb., We agreed to this request. The committee agreed retrospectively that the hire would be at nil cost. The kitchen and two toilets were also offered as part of the hire.

Prior to the first hiring on the 7th Feb the hall was checked out to ensure it remained Covid Secure. Originally Staffs CC said that they would provide cleaning systems after the hire but I received a call asking if we could organise cleaning as their contractor was having difficulties in providing sufficient cover.

We contacted Anna who agreed that she or one of her staff could provide the necessary cover. It has been agreed that Anna will send her invoice to us and we will pay her. (there could be some delay if the invoice went through Staffs CC.) We will then send the invoice to our contact at Staffs CC who will then arrange for Whittington Village Hall to receive re-imbusement.

Garry/Chris/Lynne to action as necessary

It is worth noting that even if you have had the vaccination you can still have a test. You can also have the test every week, this is particularly useful if you are working and coming into contact with people at work etc

7. **Minor Maintenance** – Nothing to report
8. **Treasurers Report** – Lynne said that the accounts had been circulated to all members prior to the meeting. We have received 2 government grants and we have carried forward £6000 to next year, we have profited from not paying Council Tax and the insurance being deferred. Despite costs incurred for Sanitizer and the loss of earnings from hirers, we have actually made £1100 profit. We had also given a concession to hirers of £2800. The accounts were accepted by Mrs S Evans seconded by Mr J Palmer and signed by Garry Hyde.
9. **Booking Secretaries Report** –
We had received a cancellation for a 75th party which was to be held in April, the hirer does not wish to have their deposit returned and is happy for us to keep the deposit as a donation to the hall.
A further 75th birthday party booking has been moved from July to August.
We are waiting for further Government guidelines in relation to future bookings.
Bookings we have in March and April may have to be cancelled.

It has been confirmed that The County Council and Police Commissioner elections will be held on 15th May and will take place in the hall.

10. **Doctors Liaison**- Nothing to report

11. **Health and Safety** –

Gate to Rear of MFL - change of security number. This was still to be organised.

12. **Correspondence** – None

13. **Essential Major Maintenance** –

BR to be circulated with the minutes.

14. **Finance Sub Committee** –

Projects

Ground Work /Hedge Cutting – On going

Replacement Flooring table storage room – Work had been completed.

Replacement Roof - July- Sept £8k

Replacement IT Equipment for Treasurer – Lynne to look at this after April.

Replacement Shed – Shed had been built and erected and some shelving installed.

The project was on hold until the electrics had been installed.

Changes to HSBC Banking systems – Update - Lynne reported that following discussions on safeguarding with HSBC it was suggested we might be able to have better use of their facilities if we changed our Mandate. Garry said this was not an option as single signatories did not meet Charity Commission requirements. Options would be considered once we are released from lockdown.

15. **User Group Reports** – Nothing to report

16. **Buddy Users Groups Reports** – Nothing to report

17. **Publicity /Promotion Committee**

All items on hold

18. **Any Other Business**- Chris asked if the committee were happy for her to ask Anna to arrange to clean the kitchen cupboards. This was agreed. **Chris to contact Anna**

John asked that once the work on the shed was completed, he would email members asking for volunteers to help put the items back into the shed.

It was also agreed that the MFL should be cleaned once it was emptied and prior to it be used again.

Jackie Perry asked if The WI could gain access to the hall to check their cupboard.

This was agreed Garry asked that she contacted him we would arrange for the hall to opened up.

NB It should be noted that only 2 people are allowed in the kitchen at any one time and masks must be worn.

19. **Date of Next Mg** – 7.30pm 8th March 2021 via Zoom