

**NORTH CADBURY VILLAGE HALL MANAGEMENT COMMITTEE**  
**Minutes of the meeting 10<sup>th</sup> September 2020**

**Present:** Mr R Russell, Mr J Rundle, Mr A Bentley, Mrs M Whitemore, Mrs A Cook, Mrs J Roseveare, Mr A Keys-Toyer, Mr J Watts,

**Apologies:** Mrs E Watts, Mr D Loe, Mr B Morris and Mrs L Saffer.

1. Minutes of the virtual meeting dated 9<sup>th</sup> July 2020 had been circulated to the committee prior to the meeting. Minutes agreed and signed.
2. Resignations- Ann informed the committee that she had received resignations from Piers Keating and Annette Watts. Mr Keating has notified the Tennis Club Chairman that they will need to consider his replacement. Claire Harding has notified Ann that she is no longer the PTAFAs rep. Lucy Clarke from Galhampton will be their rep.  
Marion then informed the committee that she would be standing down from the committee at the AGM. She will inform the Bowls Club and Women's Group that they will each need to find a representative to the Hall Management Committee.
3. AGM – 15<sup>th</sup> October.  
Andy informed committee that this meeting could go ahead as we are a charity. Numbers will have to be limited to maintain social distancing and masks will have to be worn. Posters will need to explain these rules and the community asked to notify Ann in advance if they wish to come so seating can be prepared. Ann will prepare the usual letter to user groups to ask who their rep will be from the AGM.  
Nominations for elected members should be sent to Ann.  
John Rundle stated that he would not be standing for the position of Vice-Chairman at the AGM. He will continue as the Parish Council rep and is prepared to continue to deal with maintenance matters.
4. Matters arising:  
The fire extinguishers have been checked and certified. Cost £179.16.  
The NODA insurance for Camelot Players is due for payment on 22<sup>nd</sup> Sept. Robin explained to committee why this was necessary. The cost is £316 for the year ahead. It was agreed this should be paid.
5. Booking Secretary's report  
Marion reported that the first booking since lockdown would be the Daisy Foundation on 7<sup>th</sup> Sept. They have booked for a 6 week period. There will be a children's party on 12<sup>th</sup> Sept, which is before the 'Covid 6-person rule' starts. Pilates starts on 15<sup>th</sup> Sept. The Toddler Group wishes to re-start and is awaiting the views of this meeting. There is a request for a children's birthday party in October and a wedding booking for July 2021. 'Teals' has asked to block book the kitchen for recipe planning – they require it for 5-day week over three weeks.  
It was agreed that the October party booking could not go ahead unless the 6-person rule could be complied with. The Toddler Group could restart as they could be treated as a Playgroup but would need to comply with Covid rules for such groups.  
Teals could be offered the kitchen booking but only for pm due to morning bookings already being in place.

The Parish Council wishes to book the hall on 31<sup>st</sup> October 12-5pm to display the Neighbourhood Plan. It was agreed the booking could be made but the PC would be responsible for ensuring Covid rules were complied with.

Use of the kitchen for bookings – Andy considered that the kitchen could be used for Wakes and Weddings but rules would need to be updated re cleaning and the number of people allowed in the kitchen at any one time to comply with social distancing. Thorough cleaning would be required after use.

The Gardening Club have cancelled their booking until Christmas.

It is not expected that the GP surgery will be able to use the Hall in future.

Drama Group and Bowls cannot start meetings under current Covid rules.

Table Tennis Club is meeting and they are ensuring social distancing is maintained.

6. Treasurer's report - Andy had circulated his reports prior to the meeting.  
A copy of his report is attached to these minutes. The balance in all accounts stands at £24,018.00. The only income in the last two months has been the cottage rent.
7. 200 club - Juliette reported that she and Robin continue to oversee that the monthly draw is carried out independently.
8. Film evenings – after discussion, it was considered that these would not be financially viable due to audience restrictions under Covid-19 rules.
9. Hall
  - a) The main hall has been painted. Cost £2280.
  - b) An asbestos survey has been done – cost £270. An asbestos screen has been put in place and boarded over. The Chairman holds the Hall's Asbestos Register.
  - c) Hearing loop – the wiring was damaged in two places but it is not clear how or when this happened. Robin has been considering alternatives and will contact Brett to discuss replacement.
  - d) Stage doors - John has discussed this with Steve Jonelit-Hope and is looking into having aluminium frame/boarded doors, which would be lighter and easier to move. John will update committee when the cost is known.
  - e) Curtains – it was decided that these will not be replaced.
  - f) Under-stage trollies – Andy will lubricate the wheels on these.
10. Playground and outside of Hall
  - a. Playground inspection was carried out in July – the 24 page report makes minor recommendations. Cost of report was £66. SSDC continues to do quarterly reports
  - b. Weeds – John took advice about dealing with the problem around the Hall. The weeds were sprayed by a volunteer, who will do them again in due course.
11. Cottage  
James advised the committee that the floor in the dining room had been checked. The carpet has been removed and the tenants do not wish the carpet to be replaced. The floor needs to be sealed and painted with epoxy floor paint, which they will do. It was agreed invoices for the materials would be passed to Treasurer for refund.  
The Landlords Inspection had been postponed due to the Covid-19 pandemic.  
Rent review is due.
12. Correspondence - Ann is circulating the Acre Covid-19 guidance as it arrives.

13. AOB

- a. Consideration to be given to having a 'card reader' for bar transactions. Andy is looking into 'Sum Up'.
- b. Brian has sent message asking committee expressing his concern at the loss of social activities in the community and asks committee to consider organising a Christmas community gathering. This was discussed but the present Covid rules make future planning difficult and this idea will be carried forward for the next committee to consider.

Future meetings

AGM – 15<sup>th</sup> October

November 12<sup>th</sup> – please note that this will have to be confirmed by the next committee.

**Future meetings**

**15<sup>th</sup> October - AGM**

**N.B. Covid-19 emergency regulations will determine if meetings can take place in the Hall.**