

North Cadbury Village Hall Committee Virtual meeting 12th November 2020

As the Covid-19 emergency rules do not allow for our meeting, reports and comments were sent to the secretary and compiled for all committee members to read, ask questions or make comment by return email. The minutes have been drawn up from these emails.

Draft minutes of the meetings 10th September, AGM and meeting 15th October had been circulated to all committee members.

Robin informed the committee by email: I have read the minutes of our September 10th meeting and of the short meeting held after the AGM on 15th October and these can be approved provided there are no corrections require by other committee members.

Likewise, I have read the minutes of our AGM and these can be approved at our next AGM 2021. There were no requests for amendments from committee members.

Matters arising

Robin informed the committee: I have updated our Asbestos Management Plan to reflect the recent boarding over of the section to the left of the proscenium arch.

The village hall website needs updating with new photos and information following the recent redecoration. Andy (B) will look at this as well as finding out if we can insert a news/information page where the minutes of our meetings can be posted plus anything else.

Andy updated the committee: I have spoken with CK Design who did the original website and they have quoted £100 to add a new 'News' page. We have not gone into any detail yet. Can I proceed with this on the basis of that cost?

Graham offered to take photographs of the Hall for the website.

Ann informed the committee that she would vote for improving the website page and agree to Andy dealing with this at the price quoted. Also that she felt the hearing loop should be done as soon as possible, to be ready for when the Hall can be better used.

Future use under Covid-19 rules

Andy had emailed the committee to inform them that: The Toddler Group has been in touch arguing that the lockdown regulations permit Toddler Groups to continue, quoting a paragraph from section 3 of the National Regulations from <https://www.gov.uk/guidance/new-national-restrictions-from-5-november>

"Parent and child groups can continue where they provide support to parent and/or child, and children under 5 will not be counted within the 15 person limit - meaning parents and carers can attend such groups in larger numbers."

It would appear to depend on the definition of the word "support". I have downloaded and looked at the actual Regulations, from the link on the webpage. These are attached. I cannot find anything that specifically says Toddler Groups are allowed The start of paragraph 3 says "There are still circumstances in which you are allowed to meet others from outside your household or support bubble in larger groups, **but this should not be for socialising** and only for permitted purposes."

Emails were received from committee members agreeing the Hall remained closed for the safety of all in our community.

Robin hoped that the Hall could be open again on 3rd December; we have procedures in place to ensure we are Covid Secure. He suggested our risk assessment is re-evaluated prior to the next re-opening.

Treasure's report

Andy had circulated the accounts for September/October and asked committee to contact him if there were any questions.

Ann asked if we should be considering an overall plan for upgrades/decorating etc throughout the building considering the Treasurer's projected budget for future years. Andy felt this should wait until our January meeting, or even March (as per Finance Policy), when we should have a better idea of how long COVID is likely to impact on what we can do. Robin agreed with this.

Policies

Andy had circulated the policies to all committee members so they could be reviewed.

The following needs amending:

Data Protection Policy - James Watts is now the GDPR contact.

Child Protection Policy - Liz Hall-Say has agreed to be the Trustee responsible for child protection and vulnerable person's matters.

Health and Safety Policy - A paragraph noting our Covid-19 precautions will be included. This extract can be removed at a later review.

Finance Policy –Paragraph 8 needs to be amended to reflect the fact that all our bank accounts are held in the name of “North Cadbury Hall & Club”, rather than “North Cadbury Village Hall”.

Trustees Policy – We don't need the hyperlinks apart from the ones relating to the Charity Commission.

Environmental Policy – no comments received.

Equal Opportunities Policy - no comments received.

Action - Andy is asked to make the amendments to the policies held on file.

200 Club

Juliette reported that she, Robin and Jay continue to hold the monthly draw in a socially distanced way and prize winners are notified. Subject to any changes to the rules, vis-a-vis Covid, the Coffee Morning will go ahead on the 12th December. Juliette saw quite a number of people at the Remembrance Service and everyone seems quite excited about this event. An advert has been put in Excalibur regarding the Christmas 200 Club coffee morning.

Booking's Secretary Report November 2020

Esther had emailed her report to all committee members:

An official Booking's Secretary handover was made on the second of November between Marion and Esther. As committee is aware, bookings remain cancelled until restrictions are lifted and the Committee decide that it is safe for members and the public to access the Hall.

Action – Esther to investigate archiving and GDPR regarding paperwork received from Marion.

Hall

The cleaners continue their work in a Covid-safe way.

Hearing Loop – Robin asked David to contact Brett and request an estimate for replacing the wire at above window height.

Stage doors - no update on the replacement work as yet.

Playing Field

Water butt for wildflower bed - awaiting delivery of butt from James when restrictions allow.

Brian had circulated the following report to committee: Members of the committee may be aware of an idea put forward by Marcus Gilbert at the last Parish Council meeting for the establishment of a 'focal' point where village families could meet in a 'woodland' environment. The idea, as perceived by Marcus, was not accepted by the council. However, as Marcus pointed out, there are substantial grants available for such a project.

Several of us felt that the idea was not a million miles away from the copse with picnic seats which we had planned for the village playing field, but which had to be put on hold due to Covid 19. There is also a need, as Sue Gilbert and others have pointed out for replacing, upgrading and extending the play equipment.

With the committee's agreement, I would like to liaise with Marcus to form a small working group, which would proceed to obtain grants for the establishment of a small woodland area and seating in the playing field together for the upgrading etc of the play equipment. The aim would be for this to be completed in 2021.

James asked where the proposed 'copse' would be located as families play football, cricket and rounders in the area behind the basketball hoop. He also reminded committee that we need to make sure we have space to have outside functions in the future as The Camelot Players are already looking into having a picnic-style performance next year. He felt it would helpful to have some more information on a plan or a draft drawing He was agreeable to looking into grants as the play equipment is looking tired.

Ann said she would support investigation of grants and costings for appropriate play equipment, renovation of present equipment and provision of some bench seating/picnic table(s). She felt that as a plan to do this would require fundraising, a sub-group should be set up to look into all aspects of this. With regards to trees, she felt this needs very careful consideration taking into account current and future use of the grass area. In years past, the end of summer term was enjoyed by having a barbeque and games, bringing families and the village together to socialize and fundraise for the Hall. We have incurred tree surgery costs in relation to the False Acacia and others. Planting trees for shade will require the consideration of any potential Health and Safety issues in future, effect on sight lines for the tennis courts and remembering that costs for maintenance will have to be borne by the committee of the time. As part of the playing field renovations, we should also consider any necessary repairs to the playing field fence, which is ours and therefore our responsibility to maintain to avoid H&S or neighbour issues.

Brian sent a further report to committee saying:

I wish to enlarge on a few points made by members regarding my suggestions re the playing field copse. Obviously, no action will be taken on any proposals without the full agreement of the Village Hall committee. The copse would have a minimal affect any existing use of the field. In fact, the idea is for it to enhance the use, be it picnics, BBQ's or just sitting in the shade while one's children play. I fully support the Camelot Players proposals to have open-air performances in the field and I would suggest that we incorporate an area in our plan for this. All of this will make for a focal point in the village. If it is considered that we need the views of the community, this could be achieved via a notice on 'Next Door'. We are not talking of large trees. Whitebeam, Mountain Ash, Crab Apple etc. I am hoping that Juliette will advise on the layout and planting. I also hope that the school will help in the planting of trees and bulbs. The cost of maintaining the field is, at present, covered by the Parish Council and I hope that we can count on their continued support for the basic maintenance, grass cutting, strimming etc. The initial grant application is from the Climate Emergency Community Fund and we would be aiming for the next application window which 1st December to 12th January 2021. Given the restrictions under which we live makes achieving this a bit of a challenge. It is intended that application for further grants from South Somerset Community Grants will follow.

John Rundle and Claire Harding offered to join **Playing Field Upgrade 2021** group with Brian

Ann thanked them and asked that if any other committee members have decided to join the group would they please let her know.

Cottage

James reported that tenants have to paint the bathroom again due to the amount of mould. Before and after photographs will be sent to Robin for landlord's records.

James suggested that a landlords inspection be done once the Covid lockdown has finish as there are a few but not urgent things that will need dealing with in the spring.

Future events

Camelot Players

Lynn emailed her report to the committee:

I have copied below the relevant proposed programme for CP. obviously this might change dramatically depending on Covid restrictions but it's a starter for 10.

We had a socially distanced committee meeting with just 6 of us a couple of weeks ago and have put together a few ideas of things to keep the am dram ticking over.

Firstly there is Adam's online Panto scheduled for early December to coincide with the dates of the planned full production. Rehearsals and filming are under way and seem to be going well so look out for more details in November and promote it as much as you can. It will be available in full after the production dates so should be a lovely festive morsel in the run up to Christmas.

Adrian is holding zoom play readings at the moment, as much for fun as a direct search for a production to put on. Gives us all a chance to read some new material and get together for a while. If you're interested and want more details do contact me, Pete or Adrian.

Plans are still afoot for a spring play, Covid dependent, which John Flanagan has kindly agreed to direct. Obvious difficulties with use of the hall, rehearsing and a socially distanced audience but we are looking at ways to overcome this.

Finally we are looking at a very different Panto style production for next summer, using the outside area and probably with the audience bringing picnics and sitting in groups with the action going on around them. Jools has had her thinking cap on around this and proposed several ideas for scenarios. She Tim and Pete are going to get together to write a script and put some meat on the bones. It's very exciting and a really new and innovative venture for Camelot Players. Await more details.

Hopefully you can see from the above that we are very enthusiastic to keep things moving and the group together.

Film nights - planning for this will be done when the Covid rules allow. David asked that in the meantime, committee consider whether good quality window blackout blinds could be purchased
Take Art - event planning has been postponed. Jan and Graham offered to become promoters. Ann will provide them with more information and talk to them when Covid rules allow.

A.O.B

- a) John Rundle informed committee that the Neighbourhood Plan survey had been circulated online this week and for those in the community without access to a computer a paper - based version will be distributed shortly. We are asked to emphasise the importance of households completing the survey as part of the Plan process.

Date for next meeting:

7th January 2021, 7.30pm in the Hall.....Covid Rules permitting.