

# The Village Hall

MILBORNE ST ANDREW

## Notes of the Trustees' Committee Meeting October 20<sup>th</sup> 2020, at 7.30pm on Zoom

**Present:** Sarah Ryan, Ian Karley, Ed Frost, Rose Frost, Gren Davis, Linda Wright, Barbara Rawlings, Tanya Head, Sue Dawson

**Apologies for absence:** Eric Crichton Alison Riddle, Gren Davis, Sandie Sach and Jenny Balcon

### 1. Minutes of the previous meetings and matters arising:

The minutes of the previous meeting in September were approved. Matters arising:

- **Zip wire:** Ed reported it seems to be working if a bit overgrown. But it still needs maintenance to ensure that it is safe. ACTION SANDIE
- **Swing seats:** no update. ACTION GREN
- **Urn:** invoice to Ed and paid.
- **The floor:** Still no contact Linda will inform her son. ACTION LINDA
- **The new doors** Liz will monitor them though no leaking at moment
- **The gutters:** no progress. ACTION GREN

### 2. Correspondence and communications: All policies updated on website.

- Alison has been in contact with all hall users
- Tanya asked if the calendar is up to date? Sarah will contact Alison. ACTION SARAH

### 3. Finance:

- Water company will restart billing in November and the new gas & electricity contracts commence in October. All are at a reduced amount to what has been paid.
- Out of date stock for the bar will need replacing. ACTION SANDIE
- It was agreed to purchase two card readers. Ian had researched this. Fees per transaction are 1.6% and they work on WIFI. Ed will purchase two at £99.00 each. ACTION ED.
- Amazon "Smile". Ed has linked our hall with this. There is a link from the hall website. Ed will also send something to the Reporter, a link on village Facebook, and village hall community page. ACTION ED
- Keep in mind a possible building of annex for play group.

### 4. COVID:

- Some disposable masks have been put in the microwave at 40p each.

- All paper work is with the hall users.
- The Line Dancers left their list in the hall Barbara will contact them. ACTION BARBARA
- Cleaning wipes need topping up.

#### 5. Management:

- No update on CIO
- **Parish Council:** Tanya reported that the Parish Council are looking at funding community projects. Some ideas suggested –
  - A) An outside toilet. This would need to be situated next to the hall. Concern was raised about cleaning/ open 24/7?
  - B) Drinking Fountain. This would mean people could refill plastic bottles. This was thought to be a good idea.
  - C) Skate Park. This idea has come up before and noise is always an issue. Is this better suited to the Sports Ground?
  - D) Provide more play equipment. This would involve using some of the field. There is the space and this was felt to be an excellent idea.
 It was felt that there is little for the older children and that they should be surveyed. All agreed that it would be good to be able to work together with the Parish Council as in most villages the hall and land are the responsibility of the Parish Council. ACTION TANYA

#### 6. Maintenance:

- **Sheds:** The Scout Hut was found to be empty. Sarah will ask Paul to quote for preserving three huts.
- **Gate:** Sarah will ask Andy to quote for new gate from courtyard to field. ACTION SARAH
- **Dinosaur:** Ian cannot find its head so will not erect it.

#### 7. Forthcoming events:

It is hoped to show Downton Abbey as a film night. Although with only 20 people it will make a loss. ACTION SARAH BARBARA & SANDIE

- Sarah is commencing Yoga on 5<sup>th</sup> November.

#### 8. Additional reports from user groups/ AOB:

- Ed asked if anyone had locked the gate to the playground? No-one knew anything Sarah will ask everyone. ACTION SARAH
- **The Remembrance Wreath** has been bought. Linda will take it to church as no meeting at the memorial this year. ACTION LINDA

#### 9. Future meetings:

Wednesday 25<sup>th</sup> November at 7.30 pm. This will be zoom meeting again. This meeting is when we fix the budget for 2021

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The meeting finished 9pm

## Standing Business Schedule

Meeting	Main Business
January	Set Budget and Rents
March	Agree Annual Report
April	AGM
May	Agree Year Plan / actions from AGM
July	Review Safety & Business Risks Undertake Safety Risk Assessment
November	Consider DRAFT Budget (for following year) / take user views

DRAFT