

FIGHELDEAN VILLAGE HALL COMMITTEE

MINUTES OF THE 100TH COMMITTEE MEETING ON 12 May2021

Present: Mr J Murray (Chairman)
Mrs C Cave (Treasurer)
Mrs M Try (Secretary)
Ms J Dryden(Hall Manager)
Mr S Banton
Mr B England
Mr D Hanson
Mr R Horner
Mrs L Chapman
Mr J Menzies (Figheldean PC)
Mrs C Lacey (Monday Lunch Club)
Mr J Balls
Mr E Oldrey

Item		Action
1	<p>Welcome and Apologies</p> <p>The Chairman welcomed everyone present.He noted that the meeting was held in line with exemption (ii) of Appendix D of ACRE’s reopening roadmap dated 21 April 2021.</p> <p>Apologies for absence had been received fromMrs LChapmanand Mr D Amison.</p>	
2	<p>Declaration of Interests</p> <p>None declared.</p>	
3	<p>Minutes of the 99thMeeting</p> <p>The Minutes, having been circulated, were approved by those present and signed by the Chairman.</p>	
4	<p>Matters Arising</p> <p>There were no matters arising.</p>	
5	<p>Treasurer’s Report</p>	

	<p>The Treasurer presented the accounts for 1 January – 31 March 2021</p> <p>5.1 Lettings income was lower due to the closure of the Hall for Covid 19.</p> <p>5.2 A Wiltshire C.C. Business Grant of £1500 was received in March.</p> <p>5.3 The quarter included payment of the annual Hall insurance bill.</p> <p>5.4 The electricity bill is high due to winter months.</p> <p>5.5 The cancellation of a wedding resulted in the refund of a£920 deposit.</p> <p>5.6 Any questions. It is believed the Mast has been upgraded.If this is the case, under the contract the chargeshould be increased.The Treasurer will contact Arquiva.</p> <p>5.7 The next Quarterly Accounts will be submittedby email as they fall before the next scheduled meeting of the Committee.</p>	<p>CC</p>
<p>6</p>	<p>Hall Managers' Report</p> <p>Ms Drydenpresented the report which had been circulated prior to the meeting.</p> <p>6.1In additionthe Committee was informed that all necessary testing of equipment had been carried out whilst the Hall was closed.</p>	

<p>7</p>	<p>Utilization and Marketing</p> <p>7.1 Mr Horner informed the meeting that the Hall Regulations had been updated and were available on the Hall website. He thanked Mrs Lacey for her advice on writing the Vulnerable Adult and Child Safeguarding Policy.</p> <p>7.2 A Complaints Procedure, an Anti-Bullying Procedure and a Data Protection Policy will be added to the Regulations. They will be available on the Hall website so comments can be made.</p> <p>7.3 The Booking Form and Risk Assessment Form have been updated.</p> <p>7.4 Mr Horner reported that the Indoor and Outdoor Activities Covid Regulations are constantly changing and the Hall procedures will be revised as required.</p> <p>7.5 Mr Horner asked committee members to advise him of any suitable social media platforms that could be added to the website.</p> <p>7.6 Mr Horner will look into creating an online and hard copy brochure for the Hall.</p> <p>7.7 The Hallmark creditation procedure will be started when Covid is over and all necessary criteria have been addressed.</p>	<p>RH</p> <p>RH</p> <p>RH</p> <p>RH</p> <p>RH</p> <p>RH</p>
<p>8</p>	<p>Health and Safety</p> <p>Mr Hanson has reviewed the Risk Assessment Policy and documents. A signed copy will be kept in the Hall kitchen and on file.</p>	
<p>9</p>	<p>Hall Improvements</p> <p>9.1 The curtains at the back of the stage need replacing. The Hall Managers will obtain quotes for consideration.</p> <p>9.2 The chairman had obtained a quote from RGV (£10000) to install a hoist system for the hall marquee but they did not have experience in this field. Other firms have not wished to quote apart from Marine and Defence Engineering who have experience of something similar. The chairman will request a quote.</p> <p>9.3 Due to Covid 19 it had not been possible to actively research a replacement cooker. The Hall Managers and Mrs Lacey will continue their investigation now that lockdown restrictions have eased.</p>	<p>HM</p> <p>J Mu</p> <p>HM/CL</p>

	<p>9.4 Solar panels. A quote for approximately £10,000 had been received. Mr England will pursue a contact made to him. Mr Banton will analyse the Hall's annual costings to enable a comparison to be made.</p> <p>9.5 Alcohol Licence for The Hall. Following discussion it was decided that the current arrangement should stand.</p> <p>9.6 Flag Pole. The Hall flagpole was needs replacing. The Hall Managers will obtain quotes for a new one.</p>	<p>BE/SB</p> <p>HM</p>
-	<p>Election of Members for the Management Committee</p> <p>10.1 Holding Trustees. Mr DAMison, Mr B England and Mr J Balls were proposed, seconded and unanimously elected.</p> <p>10.2 Mr J Murray was re-elected as Chairman, Mrs C Cave was re-elected as Treasurer and Mrs M Try was re-elected as Secretary.</p> <p>10.3 Mr R Horner, Mrs C Lacey, Mr S Banton, Mr D Hanson and Mr E Oldrey were elected as Trustees.</p>	
11	<p>Any Other Business</p> <p>11.1 The Working Mens' Club had requested a grant for a new club sign. The Club is a community asset and the grant for £ 380 was unanimously approved.</p> <p>11.2 The Committee accepted, in principle, that pending the receipt of quotes, approximately £15000 of funds would be spent on the various items discussed during the meeting. A formal vote would be taken when quotes had been received.</p> <p>11.3 Mr Balls informed the Committee that he had contacts who would be pleased to offer advice on matters such as the replacement cooker and possible grants available for improvements e.g. solar panels. Mr Balls will ask them to contact Mrs Lacey and the Treasurer. The Committee thanked Mr Balls.</p> <p>11.4 Mr Horner requested permission to borrow two Hall tables for the Salisbury Art Scheme on 6 June 2021. Agreed.</p> <p>11.5 Ms Dryden advised the meeting that the Working Mens' Club would be re-opened on 29 May 2021 at noon, following an extensive refurbishment by volunteers. Entry will be free and all were warmly welcome.</p>	<p>JB</p>

	<p>11.6 The Ms Dryden reported that unauthorised cars were parking in the Car Park overnight. Mr Oldrey suggested that a polite note be put on the cars. The Hall Mangers' will create suitable notices.</p>	HM
12	<p>Date of Next Meeting</p> <p>The next meeting will be on Wednesday 6 October 2021 at 7.30pm.</p> <p>The meeting closed at 8.50pm.</p>	