**Burgh by Sands**

**Parish Hall Management Committee**

**Minutes of the Meeting held at 4pm 26th June 2020**

**Present:** Alan George (Chairman), Margaret Hodgson, Angela George, Bev Castle, Pam Bishop, Brian Bishop, Pam Bainbridge, Terry Cook.

1. **Apologies for absence:**

Tudor Boddam-Wetham, Sonia Southern

1. **Minutes of last Meeting**

The Minutes of the last meeting held on 15th October and the AGM on 30th November 2019 were approved as a correct record.

1. **COVID-19 Update**

An informal meeting was held at the village hall coffee morning on 14th March to discuss closing the Hall due to COVID-19. The decision was taken to close the Hall from 21st March and it currently remains closed. No meetings have taken place since but the Committee have been communicating via e mail.

The Committee discussed information and advice available from the Government and ACRE about re-opening Village Halls. It was decided that it would not be possible to re-open from 4th July due to the restrictions that are still in place.

A risk assessment undertaken concludes that the risk is too great to re-open.

In preparation for re-opening we will do the following things **now:**

* Install 2 hand sanitising stations (one at the entrance and one in the kitchen)
* install soap dispensers and either paper towels or hot air dryers in the toilets and possibly the kitchen.
* Get some posters printed about the importance of handwashing / social distancing etc.

**Action – Terry to progress and price up.**

1. **Financial / Treasurers Report**

We discussed the Hall finances in the light of the Business Rates grant of £10,000 that we applied for and recently received. This has taken the pressure off financial matters significantly.

The ongoing costs of closure were discussed and which were more than originally anticipated, particularly the water and electricity bills. Margaret will undertake to get the readings for the utility services to ensure everything is up to date. The wifi costs have been suspended whilst the Hall is closed which has been helpful.

Caretaking arrangements whilst the Hall is closed have been made and a payment agreed for this.

It was agreed that we would compile a list of equipment etc that would be nice to have and we can consider this in more detail once we have a better idea about ongoing costs of closure and when we might re-open. The biggest additional ongoing cost is going to be cleaning and sanitising and we will need to decide at some stage whether we will need to pass on that cost to hirers.

It was agreed that we will get the draft accounts completed to the end of August as quickly as possible.

It was also agreed that online banking would be progressed and also opening a savings account to keep some money as a reserve for emergencies.

**Action – Margaret to ensure readings are up to date for gas / electric / water and provide accounts books to Alan and Angela to compile the Accounts. Also to progress online banking and opening a savings account,**

**All- to send through any equipment that might be required for re-opening etc.**

1. **Hall Opening**

Another meeting will take place to decide on when the Hall might be able to reopen. Committee members were asked to notify the Chair and Secretary of any requests for hiring the Hall so that we can assess any demand to re-open quickly. Currently there are no requests.

1. **Building and Maintenance Issues**

Committee members (in addition to the caretaker) have been ensuring the Hall has been regularly inspected and maintained during closedown.

Pam suggested a strimmer would be useful and to repaint the front gates whist the Hall was empty and this was agreed.

Terry reported that the annual electrical inspection had been carried out an everything is now up to date.

1. **Any Other Business:**

None.

1. **Date of next meeting: To be decided once further information is available on potential reopening.**

**The meeting closed at 5.45pm.**