

Burgh by Sands

Parish Hall Management Committee

Minutes of the Meeting held at 4pm 29th October 2020

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

1. Apologies for absence:

Bev Castle, Tudor Boddam-Whetham, Sonia Southern.

2. Minutes of last Meeting

The Minutes of the last meeting held on 20th August 2020 were approved as a correct record.

3. Financial Update:

3.1 Accounts for the year ended 31st August 2020

The Accounts have now been audited and were circulated for information.

The projection to the end of the year is a surplus of c. £8,000 due to the grant received of £10,000 as previously reported has taken the pressure off the financial situation significantly. Without the grant the deficit would have been in the region of £2,000.

The ongoing costs of closure were discussed, which were more than originally anticipated, particularly the water, gas and electricity bills. Margaret will undertake to get the readings for the utility services to ensure everything is up to date. The wi-fi payments have been requested by the supplier which was not what was previously understood, and this will eat into the grant further and this will be queried.

Action – Margaret (to get Meter readings) / Alan / Angela

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

Additional expenditure discussed was:

- Terry reported that the Neon lights would need replaced at some point as they were now obsolete.
- Margaret / Angela reported that the insurance had been renewed and that Personal Accident and Fidelity Guarantee was now covered with a slight reduction in Public Liability cover so the cost is roughly the same as last year at £671.
- Covid related expenditure such as hand sanitisers etc.

It was agreed that the list of equipment that would be 'nice to have' will be deferred until we have a better understanding of the 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.

The final year end accounts will be compiled once we have the August bank statements which will be mid-September.

Action – Alan / Angela/ Margaret.

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

Action – Margaret

4. COVID-19 Update

Pam reported that a few users were asking when the Hall would re-open and wished to use the premises. The Committee discussed information and advice available from the Government and

ACRE about re-opening Village Halls. It was decided following a further risk assessment that it will not be possible to re-open at this time due to the restrictions that are still in place. The decision will be reviewed again once further details were available on the ending of restrictions.

**Action – Angela to inform the Insurers about the decision to remain closed and the checks that are in place to ensure the Hall is secure and maintained.
Pam to inform all users of the decision to stay closed.**

5. 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 has now purchased the strimmer and has repainted the front gates.
- Terry has repainted the radiators in the Hall and reported that the annual electrical inspection was due shortly. He also reported that the aluminium strip at the door would be replaced at a cost of £60.
- Margaret reported that the fire extinguisher testing had been carried out (£50)
- It was agreed that the velux windows needed to be cleaned – **Action Margaret to arrange**

6. Any Other Business:

None.

7. Date of next meeting: It was agreed that a further meeting to discuss whether the Hall should re-open will be arranged once COVID restrictions have been lifted.

The meeting closed at 5.45pm.