

# Burgh by Sands

## Parish Hall Management Committee

### Minutes of the Meeting held at 11am 20<sup>th</sup> March 2021.

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

#### 1. Apologies for absence:

Tudor Boddam-Whetham

#### 2. Minutes of last Meeting

The Minutes of the last meetings held on 29<sup>th</sup> October 2020 and the AGM of 28<sup>th</sup> November 2020 were approved as correct records.

#### 3. Financial Update:

An update on the COVID-19 Grants received from the Government to date was given. A further £7573.21 has been received in addition to the previous £10,000. This is very welcome and ensures the Hall can continue to pay its ongoing expenditure commitments until the Hall can reopen and will also enable some further essential improvements to be carried out. Further grants are anticipated.

The ongoing costs of closure were discussed, which have been more than originally anticipated, particularly the water, gas and electricity bills. Margaret has renegotiated the gas and electricity contracts but there will be no savings from this as the cost of gas and electricity has risen in recent months.

Caretaking arrangements whilst the Hall is closed are continuing.

Angela advised that we had been successful in being awarded a grant of £750 from the City Council towards our lighting replacement work (Postscript – this was subsequently revised to £650 – reason not known). The total cost is £4,000 for phase 1 of the work. A further grant from the Parish Council has been applied for but as we will not know the outcome of this for some time it was agreed that the work would commence as it was an ideal time to get the work completed during the closedown. Brian advised that funding might be available from the Cumbria Foundation Trust and this will be explored.

**Action – Terry to arrange for the work to be completed prior to the Hall reopening.**

Further expense would be Covid related and is discussed under item 4 below. 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 a deep clean of the Hall would be required and the committee agreed that this would be funded – **Pam will obtain some quotes from recommended suppliers and organise the work to be done.**

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.

Angela reported that neither online banking nor a savings account would be possible with the current bankers. There are banks who offer this facility to charities however it was considered following discussion that the workload involved in moving banks outweighed the benefits. It was therefore agreed to stay with the existing bankers for now.

#### 4. COVID-19 Update

The Committee discussed the latest information and advice available from the Government and ACRE about re-opening Village Halls. The committee went through the checklist of tasks that need to be completed prior to opening and allocated tasks as follows:

- **Angela** will advise the Hall's insurers of the re-opening of the Hall.
- **Pam** will contact the Toddler Group
- **Pam** will organise the deep clean of the Hall
- **Margaret** to discuss the ongoing cleaning of the Hall and PPE issue with Mare.
- **Terry** will carry out the building health and safety issues as listed in the checklist.
- **Terry and Margaret** to organise the hand wash / drying and sanitising issues.
- **Terry** to provide signage and social distancing requirements.
- **Pam** will amend the Hire agreement to include the Covid restrictions that will be required.
- **Terry** will ensure the website is up to date with current messages.
- **Margaret and Angela** to ensure the budget for 20/21 is regularly monitored.

Angela will update the risk assessment prior to the Hall re-opening for the Toddler Group. Sonia advised that the school has a detailed risk assessment and will forward this to assist with our own. **Action Sonia and Angela**

Sonia Southern reported on the request from the mother and toddler group to use the Hall and outlined the reasons the group would have to move from the school. Toddler groups are one of the special category of users who will be allowed to meet under the current Covid restrictions and following discussion it was agreed that the Hall would be made available to them from 22<sup>nd</sup> April and that there would be no charge. **Pam** will contact the Toddler Group organiser and ensure the Hire agreement is amended to include the Covid restrictions that will be required from the group.

Pam reported that other than the Toddler group, the only other event prior to 21<sup>st</sup> June was the elections on 6<sup>th</sup> May.

It was agreed that decisions about other groups wanting to use the Hall before the Covid restrictions end on 21<sup>st</sup> June would be considered as they came in, but generally the view was that the Hall would remain closed to other users until after 21<sup>st</sup> June when all restrictions would hopefully be lifted. The first Coffee morning would be held on 26<sup>th</sup> June and this would be the 'opening event' – **Action Bev and Pam**

#### **Actions – as set out above**

#### **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.

- Margaret reported that the velux windows have been cleaned.
- Terry reported that other maintenance work had been completed.
- Pam reported that the outside areas had been cleaned up and it was agreed that a small storage facility would be provided for outside equipment. **Action Pam**
- There is a broken cowl on the roof and the hatch in the main Hall has been blown open and needs to be closed (not sure if the 2 things are linked) – **Action Alan to organise these to be fixed.**

#### **6. Any Other Business:**

It was agreed that a new phone could be purchased for Hall bookings which would be easier to operate – **Action Pam.**

#### **7. Date of next meeting: It was agreed that a further meeting will be arranged prior to the toddler group starting on 22<sup>nd</sup> April.**

**The meeting closed at 1pm**