

Burgh by Sands

Parish Hall Management Committee

Minutes of the Meeting held at 1pm 11th April 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 20th March 2021 were approved.

3. Financial Update:

An update on the COVID-19 Grants received from the Government to date was given. A total of £20,803.21 has been received to date and there is potentially more available.

Caretaking arrangements and maintenance whilst the Hall is closed are continuing.

The contribution from the City Council towards our lighting replacement work has been amended to £650. We are still awaiting confirmation as to whether a grant will be forthcoming from the Parish Council. The work has been scheduled for May.

Other costs are:

- The deep clean of the Hall has been undertaken.
- It was agreed the A boards would be purchased.
- The outdoor equipment has been purchased.
- The boiler service has been arranged.

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 further tasks as follows. All of the tasks from the previous minutes have been actioned unless detailed below:

- **Angela** will advise the Hall's insurers of the re-opening of the Hall. – **Done 14th April**
- **Pam** has contacted the Toddler Group. They (and other Hirer's) will need a copy of the Risk Assessment once finalised.
- **Pam** has organised the deep clean of the Hall. Further cleaning may be required, and Pam undertook to get some ongoing cleaning costs.
- **Margaret** will discuss the ongoing cleaning of the Hall and PPE issue with Mare again. **Sonia** offered to share the cleaning schedule for the school.
- **Terry** will carry out the building health and safety issues as listed in the checklist.
- **Terry** to organise the hand wash / drying and sanitising issues. The number of items required was agreed by the Committee.
- **Terry** to provide signage and social distancing requirements as agreed by the Committee. The QR codes have been generated.
- **Pam** has amended the Hire agreement to include the Covid restrictions that will be required and will add a further couple of issues raised by Committee members regarding Hirer's responsibility for cleaning and other responsibilities.
- **Terry** will ensure the website is up to date with current messages. The Hire agreement, risk assessment etc will be put on the website.
- **Margaret and Angela** will ensure the budget for 20/21 is regularly monitored.

The Covid risk assessment was circulated and discussed. Angela will update and finalise prior to the re-opening for the Toddler Group. Each Hirer will need a copy of the Risk Assessment.

Action Angela

It was confirmed that the first Coffee morning would be held on 26th June and this would be the 'opening event'. Bev advised there were enough volunteers willing to come back to operate the rota – **Action Bev and Pam**

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.

- It was reported that the flush was broken in the Gents toilets – **Alan to contact plumber.**
- The hatch in the main hall has been re-closed.
- There is a broken cowl on the roof – **Alan** has contacted the roofer and he will arrange to have a look next week.
- Terry reported that the boiler would be serviced tomorrow.
- Pam Ba reported that she had purchased the outdoor equipment and storage.

6. Any Other Business:

Pam will purchase a new phone once the shops open next week – **Action Pam.**

7. Date of next meeting: TBA in advance of the general re-opening on 26th June (subsequently delayed to 24th July due to ongoing Covid restrictions)

The meeting closed at 3pm