

# SHIPTON GORGE VILLAGE HALL TRUST

*Charity No. 291996*

## **Minutes of the Management Committee Meeting**

**held on 5<sup>th</sup> August 2020**

*Charity No. 291996*

**Present:** Tony Mallett (TM), Richard Hewlett (RH), Kate Chomacki (KC), Sally Parker (SPa), Graham Garner (GG), Andrew Haydon (AH), Tony Lock (TL)

**1. Welcome and apologies for absence –**

a) TM welcomed all to the meeting and explained the new facilities in the building. Hand sanitiser dispensers in the lobby and hall; signage around the building; signs on the toilet doors explain usage; details on noticeboard explain how the building has been made COVID-19 secure along with the procedure to be followed should a hall-user be taken ill.

b) Apologies received from: Sue Porter (SPo), James Webster (JW) and Diane James (DJ), Yvette Smith (VS).

**2. Items for AOB**

None, but the agenda was reordered to take “Hall Improvements”, an area of recent expenditure, ahead of the Treasurer’s Report

**3. Approval of minutes of meeting held on 29<sup>th</sup> January 2020**

The minutes were approved unanimously and signed by the Chairman.

**4. Chairman’s report**

TM referred to his written report, circulated on 29<sup>th</sup> July (copy attached). He said there were two main points he wanted trustees to consider, namely can we operate the hall in a COVID-secure manner and the pros and cons of staying closed or reopening.

Being COVID-secure placed safety obligations on the premises and implied the hall would be offered to users in a clean, sanitised state. To assist with that he had developed a “COVID-19 cleaning procedure” in consultation with RH and TL. He had discussed this with SPa, who would implement it at the end of each of her normal cleaning sessions. He added that being COVID-secure also meant that users would have to adhere to the hall’s special conditions, particularly those relating to social distancing and cleaning surfaces. Hire records maintained by GG would be an important source of information if NHS Track and Trace wanted to follow-up with any group. However GG did not have a record of trustees entering the hall for safety checks or routine maintenance, so a note book and pen would kept in the kitchen to track this (done by TM 11/08/20).

In terms of reopening, TM said this was not obligatory if we felt we could not do so safely, with the loss of income covered by the RHL grant. But any longer term delay might mean we lose users permanently, with perhaps changes to our insurance (reduced cover, increased premium) due to the premises being unoccupied.

Alternatively if we did reopen, an amount of income might return but additional

COVID-19 cleaning could add to running costs. However, again, this would be covered by the grant.

RH commented that he felt the additional safety equipment added to the hall together with the cleaning procedure, special user conditions and hall risk assessment meant that we were ready for users to return. Other trustees were in general agreement. Following a formal vote it was agreed unanimously that the hall should reopen. TM will write to those groups that had previously been regular users of the hall and ask if/when they planned to return (done 10-08-20). He will include a copy of the special use conditions together with the hall's COVID-19 risk assessment.

After further discussion it was decided that no general announcement of the reopening would be made, and casual (one-off) hire of the hall would not be accepted due to social distancing concerns. Neither the hall and kitchen could not be used for events involving food or drink.

KC mentioned that Artsreach had been in contact with news of a small starter programme of events using either Zoom (watch-at-home) or staged outside. Committee members commented that it was not clear if there would be sufficient audience interest in either offer at the moment, and holding a show outside could be complicated by autumn weather or insurance costs. KC will keep in contact with Artsreach and the situation will be reviewed in 2021.

In closing, TM suggested trustees look at the new signs and safety equipment before leaving at the end of the meeting.

## **5. Hall improvement works**

RH described the most recent works carried and thanked those who volunteered for their efforts. TM will write to Gerrard and Eric Robertshaw to thank them for the excellent work they carried out in the hall. It was agreed to include a £25 garden voucher as a 'thank you'.

A few tasks remain:

- Paint the radiators
- Hang the projection screen once additional securing points have been fixed to the wall
- Replace or remove the kitchen door closure device which has failed
- Cut back the vegetation on the east and south side of the hall
- Reinstate the 2020 grass cutting rota (Aug – TL; Sept – TM; Oct – GG; Nov – AH)
- Reinstate regular hall inspections (RH)

RH will contact trustees to ask for volunteers to carry out these tasks.

Future tasks include:

- Paint the ceiling and walls in the store (materials already in stock)
- Resurface the access path
- Sell the heating panels (and controls – the last of which have to be removed from the wall)
- PAT testing to be arranged as per schedule.

**6. Treasurer's report**

Copy of accounts to 31<sup>st</sup> July attached.

TL reported on a healthy financial position following receipt of the government's Retail, Hospitality and Leisure Fund Grant of £10,000. The grant will fund the current, and any future, loss of income along with additional cleaning and COVID-19 secure compliance costs.

TL reported that the trust is now able to take advantage of digital banking and that an email system had been put in place to enable payments of more than £200 to be authorised by those trustees who are signatory's on the bank account. The system will provide the necessary audit trail.

**7. 100 Club**

GG introduced this item and pointed out that subscriptions would be shortly due for renewal. He asked if the committee was happy to distribute tickets as in previous years. This prompted discussion of whether a standing order system might be implemented to avoid handling cash and cheques, however it was felt there was insufficient time to make arrangement this year; the idea will be revisited next spring/summer. RH will print the tickets (incorporating changes discussed during the January 2020 meeting), and committee members will distribute.

**8. Any other business**

None

**9. Date of next meeting**

It was agreed that, until it proved necessary for trustees to meet, reports would be circulated by email. TM suggested we target mid-October. TL will include a financial report covering up to the end of the third quarter of the year.

## Chairman's report for 5<sup>th</sup> August 2020 Trustee meeting

Welcome everybody to our first socially distanced trustee meeting in the freshly redecorated village hall, with a big thank you to Richard for managing the work and all the trustees who helped finish-off after Gerrard and family completed the ceiling, walls and floor.

The past few months have been quite an unusual time, with hirers starting to cancel sessions at the hall in the run-up to the start of lock-down on 23<sup>rd</sup> March. However with a generalised reduction in infections, village halls have been permitted by the government to reopen from 4<sup>th</sup> July provided they can operate in a "COVID-secure" manner.

As part of this reopening, community organisations (such as ACRE and DCA) have produced a series of information sheets and webinars summarising the new legal requirements which halls must adopt before reopening their doors to the public (see <https://acre.org.uk/news/archive.php?tag=village-halls>). This includes the need for a COVID-19 risk assessment to identify and remedy sources for exposure to the virus inside the hall; special terms and conditions for users entering the hall; and enhanced, documented cleaning procedures. Materials specific to our hall have been prepared and reviewed by yourselves, with copies placed on the village website and also displayed inside the hall.

Some of the points from the guidance which I want to highlight today are:

- There is no obligation on halls to reopen if they do not want to reopen (e.g. their user base may not want to return just yet); or if they feel they cannot reopen safely (e.g. because cleaning is too onerous, or if social distancing reduces user numbers to such an extent that most activities are impractical). The hospitality, retail and leisure sector grant (RHLG) we received in April is intended to off-set a loss of income if users do not return immediately, and also cover the cost of additional safety equipment (signs, sanitiser, etc) and cleaning needed to run the hall safely. However, as there is no guarantee that the virus will resolve in the near future and our regular monthly outgoings mean that the RHLG grant will not last indefinitely, some level of managed resumption of hiring might be desirable.

*Committee member views are sought.*

- Halls which do reopen have to be "COVID-secure". This is a health and hygiene requirement which includes the regular, documented cleaning of the premises so they are presented to users in a safe condition. It implies that the extent of cleaning will be greater than pre-lockdown, with the frequency of cleaning each week increasing as the number of hires per week rises.

*This is likely to increase running costs.*

Users must undertake to maintain a hall's COVID-19 secure status by agreeing to special hiring conditions before being allowed access again. They are also expected to clean commonly touched surfaces on their way into the hall and again on their way out.

*Included in our special conditions for use of the hall, but compliance with cleaning will be difficult to monitor as we are not present when the hall is in use.*

COVID-secure status is communicated to users by means of a poster, on display in the main hall, which includes the time and date the premises were last deep-cleaned. A copy of the hall's deep cleaning schedule is on display in the entrance hall, together with a poster which shows the time and date the toilets were last cleaned.

*SPa has been briefed on these points.*

Since access and cleaning are closely linked in a COVID-secure hall, casual entry to the building, both by trustees and users, will not be feasible once it reopens to the public. This means that previous *ad hoc* access to items stored in the hall, or the temporary removal of hall property for use away from the hall, is no longer possible.

*Over 20 front door keys are in circulation with our previous user base. Should we reset our security i.e. new front door lock and key safe to control access.*

ACRE makes the point that being COVID-secure, with a risk assessment and documented cleaning routines in place, should mean that conditions underlying a hall's public liability and trustee indemnification insurance cover should have been met in the event of a virus-related claim being made against those running the hall.

*Allied Westminster, our insurance underwriters, have advised (e-mail to TL, 19<sup>th</sup> June) that our insurers "are comfortable with Village Hall clients following ACRE suggestions as their advice would appear to be good practice."*

- Activities inside the hall must be managed in a socially-distance manner. This means with 2 metre social distancing in place, we can accommodate no more than 15 persons at one time, with limits on the number of individual in the entrance hall, toilets and office (1 person/area), kitchen (2 persons) and main hall (15 persons).

*With the exceptions of Artsreach and Village Society-run events, these numbers would meet the needs of a majority of our past regular users.*

- The range of activities allowed in COVID-secure halls has been relaxed over the weeks, and with reopening of the sport, leisure, hospitality and entertainment sectors it is possible that many of our old clients may be able to return. Each of these activities has to be run according to COVID-specific government rules, with responsibility for compliance resting with the individual or group hiring the hall and organising the event.

*Small-group sporting activities and dance groups appear to have been permitted since 25<sup>th</sup> July (providing hirers follow relevant social distancing), while a recent DCA webinar suggested further changes were expected from 1<sup>st</sup> September.*

ACRE guidance from 20<sup>th</sup> July includes details of the steps village halls would need to take before they can host live performances. This has not been reviewed in any depth, given the limitation placed on audience numbers by social distancing.

*A recent DCA webinar suggested small indoor shows might be allowed from 1<sup>st</sup> September, providing the audience can be seated in a socially distanced manner.*

ACRE notes that it is up to those managing village halls to decide which groups and which activities can be run in a COVID-secure manner on their premises.

*What do members think?*

- Hirers have to keep a record for 21 days of everyone in their group entering the hall to assist NHS Track and Trace should anyone fall ill on the premises or subsequently test positive for the virus; the same applies to trustee meetings.

*Included in our special conditions for use of the hall, but compliance will be difficult to monitor as we are not present when the hall is in use.*

- Inform our insurers when we intend to readmit users to the hall, or let them know if we intend to remain closed (ACR webinar suggests end-August deadline).

*The Parish Council may meet in the hall on 12<sup>th</sup> August, however still awaiting its acceptance of special conditions.*

This is a brief overview of the information on the reopening of village halls that has come from government and ACRE since the middle of June. It leads to quite a number of new responsibilities for us, and for our users. However as the situation with the virus evolves, the guidance will also doubtless change leading to further revisions.

*The views of the committee on these points is sought.*

AK Mallett  
5<sup>th</sup> August 2020

**SHIPTON GORGE VILLAGE HALL TRUST****STATEMENT OF FINANCIAL ACTIVITIES  
PERIOD ENDED 31ST JULY 2020**

|  | <u>1st April to<br/>31st July 2020</u> | <u>1st January to<br/>31st July 2020</u> | <u>1st January to<br/>31st December 2019</u> |
|--|--|--|--|
| <b>Hall income</b>                           |  |  |  |
| Hiring                                       | 136.00                                 | 1,352.00                                 | 5,207.00                                     |
| Rent and storage                             | 0.00                                   | 150.00                                   | 150.00                                       |
|  | <u>136.00</u>                          | <u>1,502.00</u>                          | <u>5,357.00</u>                              |
| <b>Outgoings</b>                             |  |  |  |
| Gas  | 39.67                                  | 125.80                                   | 265.32                                       |
| Electricity                                  | 78.20                                  | 156.94                                   | 342.50                                       |
| Water  | 41.90                                  | 73.41                                    | 121.95                                       |
| Rent   | 0.00                                   | 5.00                                     | 5.00   |
| Cleaning                                     | 326.30                                 | 557.19                                   | 910.20                                       |
| Maintenance                                  | 4,710.27                               | 4,828.48                                 | 3,777.33                                     |
| Property insurance etc                       | 200.00                                 | 348.00                                   | 571.20                                       |
| Other hall expenses                          | 535.39                                 | 535.39                                   | 358.88                                       |
|  | <u>5,931.73</u>                        | <u>6,630.21</u>                          | <u>6,352.38</u>                              |
|  | -5,795.73                              | -5,128.21                                | -995.38                                      |
| <b>Grants and Donations</b>                  |  |  |  |
| Retail, hospitality & leisure fund grant     | 10,000.00                              | 10,000.00                                | 0  |
| Donations                                    | 25.00                                  | 50.00                                    | 295.00                                       |
|  | <u>10,025.00</u>                       | <u>10,050.00</u>                         | <u>295.00</u>                                |
| <b>Fund raising, incl 100 Club, Fete etc</b> |  |  |  |
| Income                                       | 0.00                                   | 428.00                                   | 1,202.92                                     |
| Outgoings                                    | 18.20                                  | 147.62                                   | 205.51                                       |
|  | <u>-18.20</u>                          | <u>280.38</u>                            | <u>997.41</u>                                |
| <b>Artsreach</b>                             |  |  |  |
| Income                                       | 0.00                                   | 0.00                                     | 1,558.30                                     |
| Outgoings                                    | 0.00                                   | 0.00                                     | 1,127.32                                     |
|  | <u>0.00</u>                            | <u>0.00</u>                              | <u>430.98</u>                                |
| <b>Talks</b>                                 |  |  |  |
| Income                                       | 0.00                                   | 0.00                                     | 216.90                                       |
| Outgoings                                    | 0.00                                   | 0.00                                     | 115.80                                       |
|  | <u>0.00</u>                            | <u>0.00</u>                              | <u>101.10</u>                                |
| <b>Other income</b>                          |  |  |  |
| Interest                                     | 11.91                                  | 15.08                                    | 29.47  |
| Sundries                                     | 0.00                                   | 0.00                                     | 5.00   |
|  | <u>11.91</u>                           | <u>15.08</u>                             | <u>34.47</u>                                 |
|  | 4,222.98                               | 5,217.25                                 | 863.58                                       |
| <b>Other outgoings</b>                       |  |  |  |
| Performing rights                            | 49.00                                  | 86.00                                    | 141.19                                       |
| Committee expenses                           | 0.00                                   | 0.00                                     | 0.00   |
| Printing postage & stationery                | 2.96                                   | 2.96                                     | 25.85  |
| Sundries                                     | 0.00                                   | 10.00                                    | 35.00  |
|  | <u>51.96</u>                           | <u>98.96</u>                             | <u>202.04</u>                                |
| <b>Surplus / (deficit) for the period</b>    | <u><u>4,171.02</u></u>                 | <u><u>5,118.29</u></u>                   | <u><u>661.54</u></u>                         |

**SHIPTON GORGE VILLAGE HALL TRUST****BALANCE SHEET  
AS AT 31ST JULY 2020**

|                                    | <u>1st April to<br/>31st July 2020</u> | <u>1st January to<br/>31st July 2020</u> | <u>Year to 31st<br/>December 2019</u> |
|------------------------------------|--|--|---------------------------------------|
| Reserves brought forward           | 13,474.56                              | 12,527.29                                | 11,866                                |
| Surplus / (deficit) for the period | 4,171.02                               | 5,118.29                                 | 662                                   |
| <b>Reserves carried forward</b>    | <u>17,645.58</u>                       | <u>17,645.58</u>                         | <u>12,527</u>                         |
| <b>Balances carried forward</b>    |  |  |                                       |
| Cash                               | 80.00                                  | 80.00                                    | 30                                    |
| Bank current account               | 176.76                                 | 176.76                                   | 1,570                                 |
| Bank deposit account               | 15,395.23                              | 15,395.23                                | 8,886                                 |
| COIF Charities account             | 2,468.87                               | 2,468.87                                 | 2,463                                 |
| Nationwide (100 Club)              | 82.13                                  | 82.13                                    | 472                                   |
| Debtors and prepayments            | 52.98                                  | 52.98                                    | 32                                    |
|                                    | <u>18,255.97</u>                       | <u>18,255.97</u>                         | <u>13,453</u>                         |
| Less: 100 Club accrual             | -80.00                                 | -80.00                                   | -430                                  |
| Other creditors and accruals       | -530.39                                | -530.39                                  | -496                                  |
| <b>Net assets</b>                  | <u>17,645.58</u>                       | <u>17,645.58</u>                         | <u>12,527</u>                         |