

MINAL VILLAGE HALL COMMITTEE

Minutes of the meeting held on 8 July 2021 in the Village Hall

PRESENT: Rob Bailey, Lynn Scholefield, Susanna Lamb

1. **APOLOGIES:** Milly Carmichael, Jon Napper, Lisa Comber

2. **MINUTES OF LAST MEETING:** The minutes of the last meeting were agreed.

3. **MATTERS ARISING:**

An advert for a full time Secretary had been placed in the Minal newsletter but has so far been unsuccessful.

4. **CORRESPONDENCE:**

None received.

5. **TREASURER'S REPORT:**

Lynn presented the accounts for the six months ended 30 June 2021. She also showed usage of the Village Hall by type of use which was useful to see. Use of the Hall was slowly returning. 'All Others' included the Feisty Fish and Plants for sale in the car park.

Wiltshire Council grants during COVID had been excellent, totalling a sum of around £18,000. Supply of materials and maintenance very kindly carried out by Jon Napper were shown as £221 of Donations.

The renewal for the insurance for the Hall is now due and it was felt that Trustees Liability should be included. Jon and Lynn to investigate further. *Post meeting note: Lynn had obtained quotes for insurance cover to include cover for Trustees and it has been agreed that the company currently used for the insurance was still the most competitive.*

Rob to draw up Risk Assessments to include, for example, an evacuation plan.

Lynn to check the capacities of the Hall to ensure they are consistent with those stated on the website.

The Terms and Conditions for the use of the Village Hall had been updated to include more general guidance to cover the ever-changing COVID guidance and **Lynn** agreed to add these to the website.

An inventory of the items being stored in the loft had been completed and **Lynn** was finalising the list.

6. **CLEANER'S SUPPORT:**

Linda had agreed to stay on to cover cleaning until the end of July until Pauline's return.

7. **MAINTENANCE:**

A very big thank you from the chairman was extended to Jon Napper for all the work he had carried out on the maintenance of the Village Hall.

8. **REPS' COMMUNICATION** – relevant to the Hall:

- a) Church – the filing cabinet currently being stored in the smaller committee room in the Hall was being sorted.
- b) Gardening - none
- c) Parish Council – none
- d) Sports and Social – a zoom meeting was due to be held that evening to discuss the fete which is taking place on Saturday, 24 July. Items from the Village Hall would be utilised.

9. **CAPITAL EXPENDITURE**

Rob to request £500 from the Parish Council to go towards the final phase of the replacement of the windows (rear and west). The final phase of replacing the windows (remaining windows at the back) will cost around £6,000 and it is hoped that these will be completed before the winter. Rob had approached Community First regarding a possible grant, however at present it was only possible to submit an expression of interest due to the many grants given out during the pandemic.

The committee agreed that the final phase of the windows replacement should go ahead.

The committee agreed that the sound boards to assist with the acoustics in the Hall should be installed on the sloping parts of the ceiling.

10. **TIME AND DATE OF NEXT MEETING:**

Thursday, 7 October 2021 – 18.30 – in the Village Hall.