

## SHOTTESWELL VILLAGE HALL COMMITTEE MEETING HELD ON 18<sup>TH</sup> JANUARY, 2022 (044)

PRESENT Ben Zammett, Claire Jeffrey, Terry Clark, Linda Clark, Anne Omer, George Nell, Hilary Wareing, Simon Duncan, Harriet Jordan, Simon Brooks, Jeanette Coogan.

APOLOGIES None.

MINUTES Minutes of 25th November were approved. Prop. GN, sec. HJ.

### CHAIR'S REMARKS

We had received thanks from the Gilchrist family for use of the hall and the streaming of the recent funeral in the hall. We had many positive reports from villagers who were able to pay their respects to Elisabeth in this way.

### MATTERS ARISING

First Aid Course attended by BZ, CJ, HJ, one other villager and two from Mollington (paying £120). Questionnaire results are in and distributed amongst the committee.

The awning is working OK and a timing switch has been fitted to allow the heating to be put on externally and limit time. Availability will be subject to wind conditions.

### TREASURER'S REPORT

Terry reported that there is £14,782 in the two accounts.

Income included: Green Shoots £1061 towards the new windows and WRCC/Cadent £400 for the warm hub breakfast in December. We had received £1761 from lettings over two and a half months.

Outgoings included: SSE electric bill £638, £3467 to Cotswold Awnings and £650 to Garretts for the electrics for the awning.

We still need to pay Garretts for installing the heating control switch for the awning.

The Vice Chair had been added to the signatories on both bank accounts and two old signatories removed from the CBS. Correspondence address to be changed shortly.

The Charity Return had been submitted.

### LETTINGS

Tuesday Club is back on 1st February having taken a short break. Saturday Lunch at the Hall is back in February. Lettings continue to remain high throughout the week.

Mini first aid course has booked again.

### SOUND ACOUSTIC BOARDING

Information had already been circulated and a sample had been available in the hall. The company has increased their quote this January for 13 ceiling boards and 7 wall boards to £4661.40 using suspended boards and £3720 for bonded boards. The suspension option can be unclipped for cleaning or redecoration. Since several people in the questionnaire had asked us to address the problem of poor acoustics in the hall we agreed that we should apply for a grant for the higher amount (probably from Cadent) to address this problem. Prop. GN, sec. BZ. Majority agreed.

### POLICIES AND RISK ASSESSMENTS

Policies and risk assessments which were due for an annual review had been circulated prior to the meeting with opportunity for comment.

Covid Risk Assessment: We will provide a notice to explain how the carbon dioxide monitor should be used and we will clip it on the ledge (old fireplace) so it is not hidden by a curtain.

Information Commissioner's Office (I.C.O.) membership was discussed. Prop. TC, sec. HW that we take up membership. All agreed.

Safeguarding: All agreed that CJ should be the new Safeguarding Officer.

All agreed to approval and signing of the reviewed policies. The Trustees Declaration form to be signed by all as soon as possible.

#### MAINTENANCE/SECURITY

The high electricity bill was discussed. Night-time usage was high and the heating had gone into fault mode and showed an error. Retherm will visit to check the system.

Solar panels. Still need a full spec and quotes before seeking grants and planning permission.

CCTV cameras. The possibility of installing additional cameras or relocating existing ones was discussed to provide improved coverage. Agreed to get quotes for both and make a decision soon.

All committee members when cleaning to make sure all windows are securely closed. HW said a replacement mirror for ladies' toilet area was on order.

A.O.B.

The Annual Report for Charity Commission highlighted that we need D.B.S. (Disclosure and Barring Service) checks for the four officers of the committee. Prop. HW, sec. GN that we get them done. Agreed.

Communication. BZ asked that members used Whatsapp for informal communication and that emails should generally require a 'reply all' response from everyone.

Fire extinguishers. New fire extinguishers were now on the market which were non-serviceable and self-certificated for 10 years. Any used extinguishers were replaced free of charge. Cost £59.99 for powder and £203.99 for foam which would work out cheaper than the annual service fee over 10 years. Prop BZ, sec. JC that we cancel our contract with existing company and order new extinguishers. BZ would check the fire blanket.

Agreed to buy an eye-wash station (approx. £20), something which was recommended at the First Aid course.

LC considering looking at sound acoustic panels in other village halls.

Cleaning. Deep cleaning quotes for the hall still to be obtained. Oven cleaning by professional company discussed and to be considered.

HJ and others requested the questionnaire and breakfast be on the agenda next time.

SD asked about the chimney sweep offer. This had been delayed till the autumn. Top lock on door still sticking – to be sprayed.

SD said the kitchen inventory and notices were ready and laminated.

TC to buy a bag of salt/grit for use on village hall steps. To be stored in shed.

HW. A first aid awareness course, cost only £10 per person. Use of the defibrillator and bleed kit would be incorporated. Prop. TC, sec. BZ, and all agreed that we offer places on the course to villagers for £5 (payable in advance). We can book up to 25 on a course.

HW. Dementia-Friendly face-to-face training was off limits at the moment but there was a thirty minute online session which could be considered. A leaflet which could be distributed.

HW. A Villager knew of a grant that was available for up to £5000 for purchase of equipment.

HW asked when the Hallmark Award needed renewing. It was valid until August and would then be self-certificated.

DATE OF NEXT MEETING. Tuesday, 8th March in the hall at 7.30 p.m.

**Approved by committee 8th March 2022.**

*B Zammett*