

**Halberton Village Hall Management Committee**  
**Minutes of the meeting held in the Jubilee Room 20<sup>th</sup> October 2020 at 7.30pm**

**Present**

B.Corden, C.Graham,T.Payne, R.Steven, D.Affleck and P.Grabham.

**1. Apologies:**

J.Canning , J.Anderson, J.Austin and K.Browse.

**2. Public Forum:**

No issues raised.

**3. Minutes of last meeting:**

The minutes were read by members and all accepted these as a true record of proceedings and the minutes were duly signed by the Chairman.

**4. Matters Arising:**

No matters arising.

**5. Correspondence:**

No correspondence.

**6. Treasurers Report:**

The bank balances were as follows:

Santander	£36,876.42
HSBC Affirmative Account	£11,447.62
<b>Total</b>	<b>£48,324.04</b>

*NB This includes the FIT (Feed In Tariff) of £223.05.*

*All bills paid to date.*

**7. Halberton Village Hall Website:**

The website is open with a statement that our hall is COVID9 secure with links to our COVID19 risk assessment and special conditions of hire guidance document. Anyone wanting to hire the hall will need to contact the Booking Secretary to be updated with the COVID19 procedures, rules and guidance relating to their activity.

**Latest number of “website hits” 1170.**

**8. Fundraising:**

The apple pressing day was very enjoyable and successful. £47 was taken in cash plus various online payments. We now have in excess of 100 containers of pressed apple juice.

Trustee, Mr K.Browse, has yet to submit the bill for cost of the hire of the pressing equipment and apple juice containers

**9. On-going Development Project:**

Trustee, K.Browse, has spoken to his brother, Mr J.Browse, about acquiring a strip of his land for overflow car parking. He did not get a definite yes or no at this stage. Trustee, P.Grabham, felt that we should present detailed paperwork to Mr J.Browse, outlining a drawing and purchasing details for his consideration. This approach was seen as sensible and will be on the agenda for our next meeting for consideration. If Trustee Mr K.Browse has not received a definite decision by that time.

**All Trustees**

**All Trustees**

**Trustee K.Browse**

**All Trustees  
K.Browse**

Secretary /  
Chairman /  
Treasurer

**9. On-going Development Project continued:**

We have applied for a 50:50 grant of £1,000, with the Village Hall funding £1,000, for building of the wall and associated works to enable extension of our disabled car parking facilities outside of the Jubilee Room. The money is from Councillor Slade's locality budget and we await any decision.

**10. Re-opening of the Village Hall:**

The following point was discussed; **during this pandemic should we be taking bookings for an activity that will result in people visiting the hall coming from a wide area?**

Trustee T.Payne opened the detailed discussion outlining, why he felt, we should not be taking bookings from irregular hires outside of our community in order to reduce the potential of spread of the virus. Other Trustees had their say and after a very wide ranging discussion it was proposed by T.Payne and seconded by R.Stevens (who did so in order a democratic decision could be made) that until further notice we do not accept irregular bookings from outside of our community.

Booking Secretary

*In favour:* 1

*Against:* 5

*Abstentions:* 0

**Proposal was not passed**

The booking secretary outlined an issue regarding the hire of the hall in these unusual times. The booking secretary had received a request for a regular hire on a Friday evening but declined the booking in the knowledge that our normal regular booking (Mid Devon Singers) may be wanting to return once it is deemed safe to do so. No one knows when this will be possible.

Booking Secretary

It was proposed by B.Corden and seconded by D.Affleck that during these COVID19 times we take any "new" regular booking, even though that "slot" would normally be allocated to another activity, but make it clear to the "new" hirer that once the regular "old" hirer wishes / can return they are given priority.

*In favour:* 5

*Against:* 0

*Abstentions:* 1

**Proposal was passed**

The committee discussed the following options in terms of the nature of future committee meetings especially during the COVID19 times.

- Face to face (live)
- Totally virtual
- A mixture of live and virtual.

Secretary

After a wide ranging discussion it was proposed by D.Affleck and seconded by C.Graham that we explore the viability of a hybrid (live +virtual) zoom system and if found appropriate purchase, and set up as soon as possible, a Halberton Village Hall Zoom pro account (£11.99 per month)

*In favour:* 5

*Against:* 0

*Abstentions:* 1

**Proposal was passed**

**All Trustees**

**10. Re-opening of the Village Hall continued:**

The Halberton Village Hall QR Code (Quick Response) posters are now strategically placed around the building for those who wish to register, for track and trace purposes, via their smart phones.

**Secretary**

**11. A.O.B:**

The Secretary has been given the authority to purchase a black cartridge for our ECOTANK printer.

**Chairman**

The kitchen, to include the door, has been painted. The doors in the entrance lobby and the main hall need to be painted also and a local volunteer has offered to do so. The chairman has been given the authority to purchase “coffee coloured” paint.

Meeting closed: 8.40pm

DONM: 17<sup>th</sup> November 2020

# **Meeting of the Halberton Village Hall Committee**

To be held on 26<sup>th</sup> January 2021

**7.30pm in the Jubilee Room (Virtual via Zoom)**

## **AGENDA**

- 1 Apologies**
- 2 Public Forum**
- 3 Minutes of Last Meeting**
- 4 Matters Arising**
- 5 Correspondence**
- 6 Treasurers Report – *to include the ratification of accounts.***
- 7 Halberton Village Hall website**
- 8 Fundraising**
- 9 On-going Development Project**
- 10 Closing of the Village Hall (*COVID19 Sub-Committee*)**
- 11 A.O.B**

*Date of next meeting 15<sup>th</sup> December 2020*

### **Important Additional Meeting Points:**

- History group and rental during the pandemic.
- When, and how, do we hold the AGM?

#### *Results of Trustee poll:*

Hi all

Since Tuesday evening I have been looking into how it might be possible to hold VH meetings with a zoom hybrid of live and virtual people. I can assure you all that there is no simple and cheap solution to this problem. The only way to really solve this would be to change our Jubilee Room into a Zoom Room which is effectively a video conferencing set up. This might sound attractive until you look at the price which will be £5,000+? **Anyone who wants to investigate the zoom hybrid configuration please feel free to do so.**

To get to the crux of this email in order that we have a meeting in November it appears to me we have two clear choices.

1. Totally virtual with those accessing the meeting doing so independently from wherever using their own device.
2. Totally legally live, socially distanced and wearing face masks in the Jubilee Room or the Main Hall.

**I realise that some Trustees will favour option 1 whilst other Trustees option 2 but we have to make a decision and deal with any consequences.**

### **Urgent:**

**Please let me know, in the next week, which option you support ie option 1 or option 2.**

I will email everyone with the democratic findings.

Rob

## Future VH Meetings

Name	Virtual	Live			
<i>Barrie Corden</i>		✓			
<i>Jill Canning</i>	✓				
<i>Rob Stevens</i>		✓			
<i>John Anderson</i>	✓				
<i>Debbie Affleck</i>		✓			
<i>Carol Grahm</i>		✓			
<i>Judy Austin</i>		✓			
<i>Pete Grabham</i>		✓			
<i>Ken Browse</i>	✓				
<i>Terry Payne</i>	✓				
<b>Totals</b>	<b>4</b>	<b>6</b>			

**Also:**

Hi All,

It is clear from the Trustees who replied that we wish to assist Halberton PTA in their attempt to raise money to buy devices for some struggling local families to enable remote learning for their children.

A long time ago we did grant a sum of money to Halberton Primary for their pre-school. However, both John and Ken have queried whether we can grant money from our charity to another charity. The short answer is no. I have today checked this with the Charity Commission, who have a copy of our Foundation document, and they have confirmed this.

To spend £3,000 pounds to loan the items to the PTA would appear to be an attempt to circumnavigate the rules of our charity, even if we intended to use them ourselves at a later date, for which we have no minuted plan. Even if we did, I do not believe we could justify buying ten devices knowing that within a short period of time they would be out of date.

There would be insurance implications as it would be the school operating the scheme and loaning them out and ultimately owing the devices, not us.

The PTA already have money pledged to them for their scheme and in my opinion this is a much better way of involving the community, rather than it looking like we were trying to take over.

Regrettably therefore I can see no way of directly helping the PTA, at this time, as it goes against the object of our Foundation not to mention raise doubt that we, as Trustees, are fulfilling our legal responsibilities and acting in the best interest of the VH charity.

**On a more positive note I believe there are two things we can do to help the PTA.**

- In the immediate term the PTA have a just giving website. As individuals we can help if we wish. (<https://www.justgiving.com/crowdfunding/halberton-primary-school>)
- In the near future, when hopefully things return to a more “normal”, we could fund raise specifically for the PTA which is allowed. Our next May Fayre / Duck Race might be a good opportunity?

Barrie

- Do we need regular monthly meetings especially during this pandemic when Hall uses it much less? In order for the full committee to not have to meet do we give authorisation to a few Trustees to meet on behalf of all Trustees to deal with Village Hall issues that may arise? Do we agree that if any Trustee has something they feel needs the full committee to discuss that the Chairman be contacted and a committee meeting convened?
- Do we feel it is necessary to close down the Village Hall until the pandemic is over?
- The need to spend the £1,000 award from Mr C.Slades locality budget by April 2021?