

# Halberton Village Hall Management Committee

Minutes of the meeting held in the Jubilee Room on the 21<sup>st</sup> July 2021 at 7.30pm

## Present

B.Corden, T.Payne, R.Stevens, D.Affleck, C.Graham, J.Anderson, P.Grabham and K.Browse.

## 1. Apologies:

None.

## 1a. Election of Officers:

<b>Position</b>	<b>Name</b>	<b>Proposed</b>	<b>Seconded</b>	<b>Decision</b>
<i>Chairman</i>	<b>Barrie Corden</b>	<i>Rob Stevens</i>	<i>Carol Graham</i>	<b>Unanimous</b>
<i>Vice Chairman</i>	<b>Ken Browse</b>	<i>Barrie Corden</i>	<i>Debbie Affleck</i>	<b>Unanimous</b>
<i>Secretary</i>	<b>Rob Stevens</b>	<i>Barrie Corden</i>	<i>Pete Grabham</i>	<b>Unanimous</b>
<i>Treasurer</i>	<b>Carol Graham</b>	<i>Barrie Corden</i>	<i>Rob Stevens</i>	<b>Unanimous</b>

## 2. Public Forum:

Bill Jones and Mike Copper were in attendance at the meeting. Nothing was said.

## 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:

See later agenda items.

## 5. Correspondence:

See later agenda items.

## 6. Treasurers Report:

The bank balances were as follows:

Santander	£54,533.02
HSBC Affirmative Account	£11,456.58
<b>Total</b>	<b>£65,989.60</b>

*This includes the various government grants.*

*Almost all bills paid to date.*

## 7. Website Update:

The website is now open in accordance with the VH roadmap.

We have had a few bookings, via our website, since opening.

Trustee, D.Affleck will assist the Secretary in the updating of our website.

The statement from the trustees of the Halberton Village Hall regarding the easing of COVID19 restrictions, within England, from 19<sup>TH</sup> July 2021 **will be uploaded to our website.**

## 8. Fundraising:

*Quiz night* was mentioned and it intends to start on the first Saturday in September.

*Luncheon Club* intends to start from September and then the first and third Wednesdays of each month.

*Senior Citizens* will be starting shortly.

*Mid Devon Singers* will start on Friday 3<sup>rd</sup> September.

**The starting of all of the above will be dependent on the COVID19 advice at the time.**

Secretary  
Trustee D.Affleck

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

### **Boiler pipe burst**

**Chairman**

Following flood damage in the main entrance hall we need quotes from plumbers, electricians, painter and decorators and floor fitters in order to make an insurance claim. **This is urgent work in hand.**

### **Lock replacement**

**Chairman**

We have had a quote to replace the roadside, main entrance and Jubilee Room locks, with new keys, for about £500. This includes labour and the fitting of a key safe. If possible the Chairman will try to get a second quote for the work. The Chairman will email all Trustees the exact quote in order we can decide if to go ahead with the work.

### **Owl Meeting Pro demonstration:**

**Secretary**

Trustee, K.Browse, had arranged a demonstration of the “Owl” at the latest Parish Council meeting. Trustees had attended both “live and virtually” in order to experience the “Owl”. After a wide ranging discussion it was generally felt that the sound and image qualities were not ideal. These issues were almost certainly down to the lack of bandwidth within the room (5 MB download only) and not necessarily due to “Owl” technology itself. It was agreed that the Secretary would investigate the minimum specifications required before the “Owl” was useable.

### **Re- Branding of the Village Hall:**

**Chairman  
Trustee Pete  
Grabham**

Swinging signage fixed to the roadside face of the Hall was quoted at about £500 - £600. Size, wording, logo, material etc was yet to be finalised. Trustee, Pete Grabham, mentioned he knew of a computerised etching / engraving system that we might want to look at? The Chairman will get precise details and prices and email to all Trustees for consideration.

**All Trustees**

Trustee, D.Affleck, suggested that a leaflet drop around the parish was not needed as the newsletter informed parishioners. Debbie further suggested that a form of “open day” might better publicise our facilities and even better to co-ordinate with the Parish Council who are thinking of doing something similar. We could use the Committee Room as a children’s play area perhaps?

**Secretary**

The Secretary is working on a video of our facilities which could be downloaded via our website.

## **10. A.O.B:**

### **The Roadside paved area:**

**Chairman**

The door / window to the Mid Devon Show premises look very tired and needs repairing / repainting. The Chairman has had one quote of £300 to repair / paint the existing wooden structures even though it was mentioned that perhaps plastic alternatives might be better and obviously longer lasting. A ball park figure of £1,000 was mentioned. This is work in progress.

### **Further Mid Devon Show (MDS) matters:**

**Chairman**

We cannot be sure, but strongly suspect, that kids were responsible for leaving a water hose running which caused water to track under the Jubilee Room foundations and cause the MDS office carpet to be soaked which needs replacing. This is not anything that people of the MDS have done and therefore it was proposed by D.Affleck and seconded by P.Grabham that we replace the carpet in the MDS premises.

*Unanimous*

Secretary  
Trustee J.Anderson

**10. A.O.B (Continued):**

*Village Hall Laptop*

The need to purchase a laptop was discussed. The Secretary and Trustee, J.Anderson, will specify a suitable laptop for Village Hall use. All Trustees will have the opportunity to agree, or not, the purchase of any laptop.

*Bonfires:*

It was mentioned that plasticised chipboard should not be burnt on outdoor fires. The Chairman did say that he was no longer able to take such materials to the recycle centre and asked if anyone was willing to do so. **No one volunteered.** It was noted that Village Hall fires only happen when the wind blows smoke away from the village and towards the canal.

*Latest COVID19 advice:*

Following the easing of legal COVID19 restrictions on Monday 19<sup>th</sup> July 2021 the Trustees were keen that we issue a statement outlining our advice / recommendations to any hirer of the Village Hall facilities.

**STATEMENT FROM THE TRUSTEES OF THE HALBERTON VILLAGE HALL REGARDING THE EASING OF COVID19 RESTRICTIONS, WITHIN ENGLAND, FROM 19<sup>TH</sup> JULY 2021.**

The Trustees accept the decision of the Government that the COVID19 legal restrictions have been lifted from the 19<sup>th</sup> July 2021. It is therefore the decision of individual hirers how they wish to run their own events within the Village Hall.

However, the Trustees strongly recommend, especially whilst numbers of infections are rising rapidly, that the wearing of face masks, the use of hand sanitiser, the regular washing of hands, through ventilation and keeping a sensible distance apart is still followed where possible.

We believe that by following the above recommendation it shows consideration to those who may be more vulnerable, or not yet fully vaccinated or may wish to take a more cautious approach in order to attend an event.

Hirers are strongly recommended to keep contact details (for 21 days) for NHS Track and Trace purposes.

**The Trustees will monitor events and update our advice / recommendations over time.**

All Trustees of Halberton Village Hall  
21<sup>st</sup> July 2021  
*Unanimous agreement*

All agreed that we do not need a meeting in August unless the Chairman has business that needs to be urgently addressed. The Chairman will convene a meeting if necessary.

**Meeting closed: 9.23pm**

**DONM: Tuesday 21<sup>st</sup> September 2021**

Trustees

Chairman

Next meeting Tuesday 21<sup>st</sup> September 2021 at 7.30pm in the Jubilee Room.

## **AGENDA**

- 1 Apologies**
- 2 Public Forum**
- 3 Minutes of Last Meeting**
- 4 Matters Arising**
- 5 Correspondence**
- 6 Treasurers Report**
- 7 Halberton Village Hall website**
- 8 Fundraising**
- 9 On-going Development Project**
- 10 A.O.B:**

*Date of next meeting* **Tuesday 19<sup>th</sup> October** at 7.30pm in the Jubilee Room.

**Additional points for consideration for the September meeting:**

- To consider employing a part time caretaker.
- To consider a charge for kitchen use instead of an unspecified donation.
- To consider the rate to hire the Jubilee room just for snooker.
- “Keys policy”.
- Update on boiler flooding to entrance hall.