

Dated: Tuesday, 6th April 2021

The meeting commenced at 19:00

1. Present

Alan Drew (AD), Betty Geary (BG), Barry Richardson (BR), Marie Geary (MG), Claire Mills (CM) and Ian Divers (ID).

2. Apologies Received

None.

3. Previous Minutes

The Minutes of the 8th February 2021 had been previously circulated. They were agreed as accurate and adopted. **Proposer: Barry Richardson (BR), Seconder: Betty Geary (GC).**

4. Chairman's Report

Alan Drew (AD) presented the Chairman's Report.

1. **Building Work:** The commissioned Building Condition Report was handed to all the Trustees present. It was agreed that a hard copy will be kept in the filing system in the Sandal Room and an electronic copy will be held on the Village Hall laptop. Alan (AD) will contact Richard Meynel to thank him for this report and to ask for this to be repeated on an organised basis so that we keep on top of our obligations.

Looking at the report Alan (AD) explained the system used to determine the urgency of all the items listed in the report using the table on page 9. For the purposes of the meeting all the items rated with A were discussed in order of entry. Items marked A have to be dealt with immediately due to legal, insurance or other urgent reasons. These A marked items are:

- a. **Ref: 4.3** Rainwater Goods. To save further damage these have to all be fixed immediately.
- b. **Ref: 6.1** Electrical services and installations. This is a legal and insurance issue and is a high priority. This has been provisionally costed at £750 approximately.
- c. **Ref: 7.1** Hard landscaping. These items are also urgent for insurance reasons.
- d. **Ref: 7.2** Boundary features. Barry has already contacted the Parish Clerk, Imogen Whitaker, regarding who is responsible for the fencing, and Alan will be talking to Tim Firmston, chairman of the Parish Council.

To get the work completed to mitigate all the A level problems it was estimated to cost between £10,00 to £12,000. It was agreed unanimously that this will have to be arranged as soon as possible. **Action: Alan (AD) and Barry (BR).**

5. Treasurer's Report

The Treasurer, Barry Richardson (BR) presented the accounts as of 31st March 2021.

Bank Accounts:

Balances on 31st March 2021:

CAF Cash Account:		£1240.65
CAF Gold Account:		£3107.69
CCLA/COIF:	1556.65 Income Units	£28,037.45
	54.61 Accumulation Units	£11,282.59

Due to the restrictions it has only been possible to hire the hall to specific groups and, so far, no revenue has been actually received this period.

CCLA/COIF – Income Units: We have received interest of £202.21 in February 2021.

Due to the reduction of revenue, a sum of £1,000.00 was transferred from the Gold Account to the Cash Account in March. A refund of £1,161.42 has now been received from SSE.

1. **Annual Audit & Accounts:** The Charity Commission Web Site has now been updated with the 2019 account figures. The Treasurer (BR) has contacted our auditors, Watling and Hirst, to enquire about the status of the 2020 accounts.
2. **Chairs:** I contacted CDC who collected the chairs, and a filing cabinet, at a cost of £130.85. It is possible that we may not be charged for this service as no direct debit payment has been made.
3. **Electricity:** SSE have refunded £1,161.42 to us.
4. **Front Door:** This is now to be included in the work required following the Building Condition Survey.
5. **Scouts Lease Agreement:** Ray Nye, the Scout Group leader was contacted and informed of the Trustees decision to suspend the lease payment for 2021. He has replied and asked the Treasurer (BR) to thank all the Trustees for their generosity in waving this payment.
6. **Fire Detection System:** Lightning Fire, carried out the annual check of the fire extinguishers in March 2021. We now need to produce a schedule regarding the different maintenance and periods.
7. **Carpet Bowls:** The Treasurer (BR) wrote to Brian Wheeler (BW) of the Carpet Bowls Club to inform them of the possibility of injury to users on their Club equipment by other hirers who must use the chair storage area. Ferrules will be arranged to be fitted where necessary.
Action: Brian (BW).
8. **SECamb:** We continue to hold discussions with SECamb regarding providing a response post for their ambulance crews, using the Sandal Room. See separate entry later in these minutes under section 8.6 (AOB).

6. Secretary's Report

None at present.

7. Birdham Parish Council

The Birdham Parish Council update will in future be presented by Gordon (GC). However, this evening there was no representative available.

1. **BPC Information:** None known.

8. **AOB**

1. **Reopening:** Most of the required signage to control flow and spacing is in place. We have the necessary systems in place to be able to safely operate the hall. It was pointed out any stipulated cleaning requirements will be totally reliant on the honesty of the hirer to perform the cleaning. We should have a signature from any hirer after they finish to say that they have performed the cleaning so that we can mitigate our liability as much as possible. Barry (BR) will contact AIRS to see if they have any packaged advice. We are getting some firm bookings now and some recurrent business. This is still at an early stage. A children's Dance Class has booked the Main Hall on Monday evenings from 4:30 - 8:30. Barry (BR) is to contact the Parish Clerk, Imogen Whitaker, to find out if and when the Parish Council will return to holding their monthly meetings in the Village Hall. **Action Barry (BR).**
2. **Pilates Classes:** The Treasurer, Barry (BR) believes that the previous Pilates teacher will not be returning to the Hall to teach her classes. He has contacted several Pilates teachers to find out whether they would be interested in holding sessions in the Hall, and he met one this afternoon to discuss options & possibilities. She has previously held classes at the St James Centre. Barry (BR) will keep the meeting informed of progress. **Action: Barry (BR).**
3. **Cleaning:** it was requested that the Treasurer contact various Cleaning Companies again to see if the situation has changed. We have tried to get regular COVID cleaning organised with companies, but none would quote. **Action: Barry (BR).**
4. **SECamb:** We have received and reviewed the Heads/Terms of Agreement. We have raised several issues with both SECamb and our solicitor. We will report back to the trustees once these issues have been answered and/or resolved. **Action: Alan (AD) and Barry (BR).**
5. **Recruitment of Trustees.** We will contact Tim Firmston from the Parish Council to see if we can progress recruitment issues. The Parish Council as well as the Village Hall have a very real problem persuading residents to volunteer for service on either board. The Village Hall is now very close to a situation where the Trustees cannot meet the criteria specified in the Governing Document. **Action: Alan (AD).**
6. **Ex-Social Club Room:** The Social Club was closed in 2019 due to a lack of members. Marie told the meeting that CDC have informed her that it is not an issue to transfer the license from a Member's Club to Non-Member's Club (a minimum of 21 members is required for a Social Club). Marie has the option to have a 'Personal License', which would mean that she would not have to have members to be able to sell alcohol, and it would also mean that anyone who hires the hall would be able to use this license to sell alcohol. The old 'Social Club' room is now required to provide a replacement for the Sandal Room, if this is hired out to SECamb, but it will require a secure shutter to close off the bar area from the rest of the room. It was noted that a new name will also be required for the room. **Action: Marie (MG), Alan (AD) and Barry (BR).**

9. **Date of Next Meeting**

The next **Trustee Meeting** will be held at **19:00** on **Monday, 10th May 2021.**

There being no further business, the meeting closed at 20:10.