

ALVECHURCH VILLAGE HALL COMMITTEE

Minutes Of Meeting Monday 20th September 2021 @19.00hrs

Present: Chris Davies, Jan Brice, Stephen Siddle, Maura Williams, Norma Divine, Annette English, Claire Howe, Julie Warrender, Sheila Evans, Alan Helmore

Apologies: Sue Bodnar-Smith, Jean Champ, Hazel Watkiss, Jude Yendell Pat and Pat Riley.

Minutes Of 19th July were accepted as an accurate record by the committee.

Reports

Reports from the Treasurer and Hall Manager were circulated prior to the meeting

Chairmans Verbal Report.

Discussed hall re opening and the updated risk assessment which has been sent to the committee members. Chris thanked Julie and Maura for their hard work during lockdown and now with the reopening. We also appreciate the grants from the Council.

We can now have different groups in at the same time within the hall, and use the gents upstairs. Cleaning between groups is not essential. However, for the time being we will still keep to simple controls ,such as the one way system, hand sanitiser and ventilation. Maura will continue to sanitise handles etc.

User groups need to update their own risk assessments for Covid and send them to the Hall Manager. **Action User Groups**

Hall Manager to request the above , and send a Copy of our updated risk assessment to them. **Action JW**

Copy of our updated risk assessment to be put on the website. **Action CD**

Treasurers Report.

Steve was thanked for the hard work completing the Charity Commission Report which he has circulated.

We have now registered for Gift Aid

The Drinks Boiler Invoice has been resolved with an agreement for us to pay half the original amount.

Need to remove Norma as a signatory. **Action S.S**

Online Banking signatories to be completed **Action S.S**

The previously circulated reports were taken as read and are attached to the minutes on the website.

Hall Managers Report.

Unfortunately, Slimming World, Knit and Natter and the Brownies will not be returning to the hall. However, we have had quite a few enquiries from other potential users.

French Dance, Choir, Dance, Drama ,Music lessons, Rythym Time, Art and Thai Chi have all returned.

Norma and Ray have weeded the front-Many thanks.

The full previously circulated report was taken as read and is attached to the minutes on the website.

HALL HIRE CHARGES

Committee agreed to keep the 50 % discount for regular users for the next two months and then review, at our next meeting.

We also discussed the 50% charity discount in the wake of some noise concerns and additional cleaning requirements following a recent event. We agreed to retain the discount, but to make it clear to charity hirers that all or part of the deposit will be retained in the event of additional cleaning requirements or late finishes, regardless of the charitable nature of the event. Instances of noise nuisance may also result in bookings being refused in future.

2022 REGULAR BOOKINGS.

Agreed to ask all groups to make an annual update declaration (unless there are any fundamental changes) to confirm their continued booking. This will include confirming they have read our booking rules and have appropriate insurance cover. This form is to be developed. **Action CD and SS**

Insurance.

Send copies of users insurance documents to Steve and chase up those we have not received anything from. **Action JW**

PROSPECTIVE IMPROVEMENT WORK TO THE HALL.

We have had a quote to replace the gravel steps at the rear of the hall with concrete , and to clean up the tarmac area ,smaller area ,and remove rubbish. We also have an issue with trees from a neighbours garden now reaching into the gutters to the side of the hall. The trees need to be cut back. CD has written to the neighbour and he has agreed to this (we are Paying).This should alleviate the problem we have with leaf clearing.

Annette English suggested we obtain other quotes for due diligence, and has agreed to obtain these. **Action AE**

MATTERS ARISING

5 Year Plan to be updated .**Action CD**

Am Drams need to clear out their unwanted items under the stage .**Action CD**

Post Code Lottery Questions to be read and info given to Maura. **Action CD**

Defibrillator. Alan to ask Parish Council to take on financial responsibility. **Action AH**

Projector/screen quotes to be obtained. **Action CD**

Key Safe to be purchased for key to the newly installed PA system. **Action JB**

All other matters were closed.

Date Of Next Meeting is 6th December.

This will be a committee meeting, an AGM, and a bit of a Xmas get together!

Meeting finished at 8.35pm