

MINUTES OF THE VILLAGE HALL COMMITTEE MEETING
HELD ON MONDAY 6TH JULY 2020

The Chairman stated that he had called this meeting to bring members up to date with the situation at the village hall

PRESENT

Chris Thompson (Chairman) Ian Stewart (Treasurer) Sheila Charlton (Secretary) Jo Anger Bryan Nash Nick Porter Sue Wicks (Extend) and Lisa Plantain (Dance Mavericks)

APOLOGIES

Karen Mayhew and Liz Ford

MINUTES OF THE MEETING HELD ON 9TH MARCH 2020

The Minutes having been circulated were signed by the Chairman as a true record of that meeting

MATTERS ARISING

None

TREASURER'S REPORTS

To keep a record of our finances the following treasurer's reports, having previously been circulated to members, are included in these minutes

March 2020

Income to date is £9791.16 and although this is much lower than last year this is because of grants and the end of car parking. It does include the wonderful £949.16 we made out of the Adele evening.

Expenditure for the year is £8528.35 which includes the annual PPL/PRS music fee of £815.00

As you will be more than aware the hall is now being used by anybody except Pre-School who are using only for key worker children. Chris, Sheila and I took the decision that we will not be charging Pre-School for this use.

I have been cancelling regular users on a monthly basis as we do not know when re-start will take place. I think it fair to say however that users such as Luncheon Club, Viewcraft and the like have said they will not be re-starting until the Autumn at the earliest.

In the meantime, I have taken the following action

- 1 I have applied and been granted for the Covid-19 Uniform Business Rate reduction. We now get 100% relief.
- 2 I have cancelled the re-cycling rubbish collection
- 3 I have cancelled the Colvin cleaning contract with effect from the end of April

4 I have cancelled the electricity S.O. and supplied meter reading. We are in credit at present. Our contract is due to renewal in August 2020

5 PPL/PRS music licence. I have been in touch with them, but they said that they will review and make allowances at next renewal. As our income for this year will be greatly reduced, we will get the benefit next year!

6 Techbox have been cancelled. They had a new company doing the back-up and they were based in the USA. They wanted paying in US\$ and wanted to be paid via PayPal or credit card. We could do neither. We will need to look into another back up facility

7 I have not paid Herstmonceux Parish Council the rent due on 25th March 2020 and will be applying in due course for an allowance so no rent is payable for at least the March and June quarters.

8 We received the next quarter's BT bill which was £215.10 (will show in April accounts as not taken until then) This is over £300 less than the last quarter's bill so once again thanks to Nick Porter for recommending we try for faster broadband and as a result we got a better deal!

9 I will be billing for the usage to lockdown and chasing up unpaid bills.

At the moment we are OK as we have £20,467.62 in the bank which will keep us going for the time being. The only major expenditure will be in June when the buildings insurance falls due. Our policy does not cover the loss of income due to the Covid-19 situation. I know, from Sheila, that other insurance companies are making allowances so we will see what ours come up with and we can change at that time if they are now generous.

On the maintenance front I have had the toilet replaced in the ladies loos. The handyman is set up to repair and put paving slabs down at the sign on the road front. I told him not to do yet due to the proximity to footpath. He will do this when "distancing" is relaxed.

April 2020

The April income of £1883.00 represents the bills for March usage. Most hire bills are now paid. There are one or two still to pay but as there were no chargeable hires in April I do not expect any great income for the months to come. I have started to cancel May hires and next week we may find out what we can and cannot do but I suspect that because of the social distancing it may well be that many of our users will not be able to re-hire until relaxation is much greater than the initial relaxation.

The April expenditure reflects the final bills for services and one or two refunds for users that had paid a deposit and cancelled. They all want to re-book when they can.

In terms of expenditure for May onwards the only bills I have left running are the Water/sewerage bills and Mr Taylor who does the grass cuttings keeping the hall banks etc. Looking in good order

I have written to the Parish Council asking for relief from rent for at least the March and June payments

I have asked James the handyman to do the noticeboard and paving slabs at the entrance as and when he can get the necessary wooden pillars and slabs.

If and when relaxation occurs, I will probably have a look at redoing the white lining on the car park and cleaning off the edges. We will need to w3ed kill the concreting at the front of the hall. With no users about it will be a good time to do this work safely. **These jobs have been done**

I have started to review the cleaning situation for when we reopen and will report on this in due course.

I am popping down to the hall every couple of days just to make sure all is OK, check alarms etc. I have to say it is very sad to go down when it is so empty but there you go.

The electricity bill has levelled out, Ian will read the meters again this week. It has been noticed by users present at the meeting, that the thermostats are often turned up by some users and not turned back down again at the end of their sessions. New signs will be made and put up over each thermostat,

May and June 2020

May income £10240.00 (including £10,000 Government Grant) Expenditure £1227.96.

June income £576.00 Expenditure £1310.85

The income in the last three months has been negligible. The main expenditure has been acquiring the materials and equipment to cope with Covid and the need to re-opening. Contracts with Colvin Cleaning, Scottish Power, Recycling Partnership and Techbox have all been cancelled.

Compute4r back up – As previously stated we did not start the new contract as it was impossible to comply with their repayment arrangements. We need to review this in due course.

Jobs to be done

The Shine no longer supply as John Hurd has retired and business has closed down on the supply side.

James the Handyman has been instructe4d to do the road frontage sign and the vent in the kitchen door. If he dos not complete we need to look for another hand person

Fence behind bus shelter. One quote received but will ask Mick Goodsell for another

Shutters in kitchen. Quote from System £4288 plus link to alarm cost

Cleaning - need to review when e have more indication of when main users will re-start. Probably due to Covid we will need a daily clean.

Drains – inspected but the chap said one drain not working. Asked why as they were only replaced a year or so ago. Asked for report – heard nothing.

Electricity – contract ends 31st August. Ned to renew quotes being obtained.

The Committee expressed it indebtedness to Ian for him carrying on keeping the village hall ticking over in this unsettled time.

VIRUS UPDATE

Signs, sanitisers, paper towel dispensers and bins have been obtained and fitt3ed.

Re-opening check list done but need a second look by a second person

Rules for future use to be agreed with users and instructions given in hire contract review.

Daily Clean and week-end deep clean.

Short term usage costs for regular users who cannot get enough people in to pay full rate. **It was agreed by the committee that the hourly rate for the time being would be £5.00 per hour to local concerns.**

ANY OTHER BUSINESS

Sue Wicks informed the committee that she would like on behalf of her mum Cassie to give £1000 for a defibrillator for the village hall, which was great news to receive. This will be further discussed when Nick come back to the committee with a definite price.

Also it was learnt that Malcolm Bradshaw had donated a projector and screen. A thank you letter has already been sent.

A skip had been arranged to remove the large play equipment. A contribution from Nick is awaited.

Clothes Sale request from WI. After discussion it was decid3ed that this event should not take place.

The kitchen at the moment is not being used.

Sue Wicks asked what the procedure would be with regards to cleaning after user's use. Ian said that the procedure would be explained to each user.

Chris informed the meeting that the 2 HATS productions had to be cancelled although he is hopeful that a panto could be stage in January 2021.

DATE OF NEXT MEETING

The next meeting will be on Tuesday 14th September 2020 at 6.00 pm. **This was re-scheduled to Monday 21st September 2020.**