

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 14th May 2020
8.00pm via Zoom due to Covid 19 Restrictions

1. Present and Apologies:

Present: Steve Baber (Chair), Campie Hurst Bannister (Vice Chair), Nigel Sedgwick (Treasurer), Maxine Difford (Secretary), Jonathan Harford, Liz Guppy, Sandy Haughton, Miya Bond, Ray Bassingthwaighte, Mark Shipley, Amanda Mastroddi, Lou Mastroddi.

Apologies: Angie Lunn, Philip Risdon, Laura Manton (Booking Secretary) Brian Edwards, Jude Edmonds

- 2. Finance:** Steve advised that despite the current closure, the hall is in a good financial position to weather the lack of fundraising opportunities due to the hall closure during the Covid 19 crisis. We don't appear to meet the criteria for grants as they seem to be for clear expenditure for activities, e.g. foodbanks, or buying mobile phones for vulnerable parishioners, petrol costs for delivering. Simon confirmed we do not qualify for any Covid 19 business grants.

Decision	Action
Speak to Simon regarding grants for possible community hub opportunities/internet provision	Steve to talk to Simon regarding a role for communicating response from the hall.

- 3. Hall's Role during lockdown and beyond:** There may be opportunities in the next stage of the opening of the lockdown to use the hall on occasion and eventually the hall may come into use. We need to manage how we can safely open. Cleaning will be a particular issue as it will need to be cleaned each time the hall is used. This might have a grant potential. In future, some of the interest groups may want to get started, but fundraisers will be hard as capacity will be limited.

As we get more national guidance from the government we will have to react but at the moment, the hall remains closed. As this changes, proposals will be sent to the Committee.

- 4. Fire Safety Checks :** The fire safety log book has been maintained and the only issue being a fault showing on the system in relation to the new foyer extension. This has occurred on two separate occasions with the fault being corrected by a contract electrician. The system will continue to be monitored. The fire extinguishers in the hall have been maintained and serviced.

Installation of an electrical supply for the provision of a defibrillator has been incorporated into the design of the new foyer. This will enable a defibrillator to be sited on the outside of the building. The Parish Council have undertaken the programme of providing this facility for the Community.

5. **Hall Security during Closure** – The building is locked and Lou, Amanda and Campie have been making regular visits to the hall to ensure all is in order. Lou and Amanda keep an eye on the oil. Our insurers have been informed of the closure.
6. **Cleaning during Closure** – Mary is going in once a week while the wall is being re-rendered. Once this is complete she will go in to check three times a week and clean as necessary.
7. **Maintenance – West wall repair and decoration** Steve Leech has been going in every four days to fill up the cracks and once it is complete and dry, painting will be done.
8. **Shelving** - the shelf in the storage room is complete to enable us to store archive material. Thanks to Lou and Amanda. Once the painting of the wall is complete, Lou and Amanda will tidy up the store room and fill the new shelf.
9. **Oil Boiler Service** – has been completed.
10. **Booking / Hiring Arrangements – key** – Steve advised that Maxine is taking on responsibility as Booking Secretary. Maxine raised the key issue as she lives too far out to be able to provide a key to users easily, we could use a key box mounted on the hall. We can change the code on a regular basis. Regular users have their own key. Maxine to send examples of possible key boxes for Lou to install. Maxine to advise when a key has been used and should be returned to the box and Amanda/Lou or Brian can check it has been returned during the H&S checks.

Decision	Action
<p>Approved expenditure for a box (look at the options)</p> <p>Comfortable with the security this offers us.</p> <p>All in agreement</p>	

11. **Website Developments** – Steve advised that the time has come to take a more modern and accessible approach. Steve, Nigel, Simon, Maggie and Martin met to come up with a solution. Martin has done an immense amount of work on this and Steve shared some new information - <https://ewph.uk/site-map/hall-home/> Bookings will be more electronic and the information provided from the online booking form can be transferred to the Parish Hall online calendar and provide a spreadsheet with the information for invoicing which can be updated regards when the invoice is raised and when it is paid. Maxine will receive a notification whenever a request for a booking is made. There will be no need for a paper trial unless the book-ee cannot use the website, in which case a paper booking form will be required for Maxine to process.

We need to start thinking about images to use to market the hall and community.

The Facebook and Instagram pages have been integrated too. Currently photo Memories of Worlington have been put on FB.

Decision	Action
Old page needs updating to remove Lorner's details from the booking information and add Maxine's	Steve
Thank you to Martin for his continued assistance.	All

12. Any Other Business – Steve Leech has put a chain on the low gutter outside the hall to prevent people banging their heads on it.

Campie decorated the outside of the hall with Union Jack flags to celebrate VE Day.

13. Date of Next Meeting:

7.30pm on Thursday 9th July 2020 at East Worlington Parish Hall (hopefully!)

The meeting closed at 8.35 pm