

EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE
Minutes of Meeting Held on Thursday 9th July 2020
7.30pm via Zoom due to Covid 19 Restrictions

1. Present and Apologies:

Present: Steve Baber (Chair), Maxine Difford (Secretary), Jonathan Harford, Liz Guppy, Ray Bassingthwaighte, Amanda Mastroddi, Lou Mastroddi, Philip Risdon.

Apologies: Campie Hurst Bannister (Vice Chair), Nigel Sedgwick (Treasurer), Angie Lunn, Brian Edwards, Sandy Haughton, Mark Shipley, Jude Edmonds

2. Minutes:

All the points for action from the last meeting have been actioned.

Decision	Action
The minutes of the meeting held on Thursday 14 th May 2020 approved. All in favour	

3. Matters Arising:

i. **Hall Security and Unlocking/Locking – key safe**

Decision	Action
Purchase the cheaper of the key safes provided with May's minutes as this is easier to use All in favour	Amanda and Lou to purchase and install behind the post where there is light.

ii. **Trustees Report** – Steve confirmed this is complete and on the website. Maxine has filed this with the Charity Commission, together with Accounts as per our obligations.

iii. **Defibrillator** – Still in hand with the Parish Council. Our only remaining obligation is to fit it when available.

4. Finance:

i. **Treasurer's Report** – As supplied in supporting information. No financial activity to report since last meeting except the invoice for £2,107.00 in respect of our previously agreed contribution to the Diocesan costs for the transfer of land at the front of the Hall. The payment has been made to Crosse Wyatt the Parish Council solicitors. Nigel is pursuing grant availability with North Devon Council. There is potential for a £10,000.00 grant.

5. Coronavirus and Hall:

i. **Risk Assessment** – required before any use.

ii. **Cleaning** – much more cleaning will be required. 72 hours between bookings is likely to be necessary.

iii. **Tell Insurer before opening**

iv. **Hire agreement** – additions required to hire agreement as attached draft document and poster

v. **Business planning** – Mark had previously raised with Steve the financial implications of a continuing closure. We still have a healthy bank balance but are hopeful to receive a grant to assist with the ongoing closure.

Decision	Action
Hall to remain closed until September 2020 All in favour	Wait for national guidance and review future opening at next meeting.

6. Community Social Programmes

- i. Agreed that it will not be possible to run brunch, pub nights, etc at least until September but most likely not until well into 2021.

7. Policies:

- i. **Fire and Health and Safety Risk Assessment and Checks** – Brian is continuing with the monthly Health and Safety and Fire Alarm Checks and the log book has been kept up to date. There are no outstanding issues.

8. Maintenance:

Lou and Amanda continue to visit the hall regularly and have recently delivered a large donated Christmas tree. A fuel delivery at an excellent price has been made. The new plastering looks great.

9. Website:

A link to the new website had been sent to the Committee before the meeting. All agreed it was excellent.

Decision	Action
Ask Martin to put it live All in favour	Steve
Ask parishioners who have holiday cottages if they wish to advertise on the site	All
Email when new items are uploaded.	Steve
Thank you to Martin	Maxine

10. Any Other Business

- i. **Heritage Group** – Liz to go to the hall with Amanda next time they check the hall to collect heritage information for action at home.

11. Date of Next Meeting:

7.30pm on Thursday 10th September 2020 via Zoom

The meeting closed at 8.10 pm