

**EAST WORLINGTON PARISH HALL MANAGEMENT COMMITTEE**  
**Minutes of Meeting Held on Thursday 10<sup>th</sup> September 2020**  
**7.30pm via Zoom due to Covid 19 Restrictions**

**1. Present and Apologies:**

**Present:** Steve Baber (Chair), Campie Hurst Bannister (Vice Chair), Maxine Difford (Secretary), Jonathan Harford, Liz Guppy, Mark Shipley, Philip Risdon.

**Apologies:** Nigel Sedgwick (Treasurer), Angie Lunn, Ray Bassingthwaighte, Brian Edwards, Sandy Haughton, Jude Edmonds, Amanda Mastroddi, Lou Mastroddi,

**2. Minutes:**

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

<b>Decision</b>	<b>Action</b>
The minutes of the meeting held on Thursday 9 <sup>th</sup> July 2020 approved. <b>All in favour</b>	

**3. Matters Arising:**

- i. **Hall Security and Unlocking/Locking – key safe** – the key safe has been purchased and installed and has been used successfully by a hirer of the tables and chairs. Thank you to Lou for arranging this.
- ii. **Defibrillator** – this has been installed by Richard Boyles.

<b>Decision</b>	<b>Action</b>
Publicity photo required with Steve and Simon Good from the Parish Council.	Steve
St John's Ambulance to provide community training when it is Covid-safe to do so. Currently it is a requirement to put a hanky over the mouth if resuscitation is required.	All can attend
Monthly check by Brian	Campie to check training required.

- iii. **Website Launch** – The new website has been up and running for two months now and has been favourably received. Thanks to Steve and Martin for their hard work bringing this to fruition.

<b>Decision</b>	<b>Action</b>
Thank you present for Martin	Liz to ask Miya for suggestions.

**4. Finance:**

- i. **Treasurer's Report** – As supplied in supporting information. No financial activity to report since last meeting except for the receipt of a £10,000.00 grant from North Devon Council which has been very gratefully received and ensures that we can cover

our on-going cost. Thanks to Nigel for working to secure this. Steve advised that the main expenses expected were oil and insurance.

- ii. The committee discussed and made a decision about maintaining the annual transfer of funds to the restricted accounts of thatching and maintenance.

Decision	Action
Transfer £1,000.00 to the thatch fund and £500.00 to the render fund. Proposed: Liz Seconded: Campie <b>All in favour</b>	Nigel

#### 5. Coronavirus and Hall:

- i. **Questions for the Committee (document provided with the agenda).**
- ii. **Risk Assessment (document provided with the agenda).**
- iii. **Opening the Hall Guidance (document provided with the agenda).**

The above documents were presented to the Committee. Maxine advised that only one enquiry regarding re-opening had been received.

Decision	Action
Hall to remain closed at present in light of stricter Government restrictions. To be reviewed if rules change markedly. <b>All in favour</b>	Review future opening when appropriate.
Sanitation station to be set up in the foyer for those checking the hall and anyone hiring equipment. There are detox wipes in the toilets and hand gel.	Liz has sanitiser. Campie to provide small table.
Notice to the community to advise the hall will remain closed.	Steve
The comprehensive measures outlined in 5.i, ii and iii would need to be implemented on re-opening.  Approve Risk Assessment Proposed: Maxine Seconded: Liz <b>All in favour</b>	

#### 6. Strategic Business Plan

- i. **Questions for the Committee (document provided with the agenda).**- Following on from the decision in March to develop a long term business and improvement plan, Steve advised that after a busy decade dealing with building works, the sense of direction for the next decade needs to be agreed. Committee felt that perhaps we can now afford to support other requirements within the community, such as the church funds. No set percentage or targets of money raised by EWPH would be agreed but some money raised each year may be donated when parish hall funds were deemed healthy enough.

Decision	Action
Continue current programme of social and fundraising events when we can e.g brunch, pub night, quiz, Crocus and Cream tea, Christmas events.	All to continue volunteering to assist. Mark to take over as Quizmaster.
Think about how we can support the community under Covid crisis as a socially isolated community.	Investigate grants and actions required which have shifted into Covid activities.
Look to the future of the website. It relies heavily on Martin and Steve and a succession plan is needed over the next few years.	All

## ii. Community Survey (as previously circulated)

Decision	Action
Send the proposed questionnaire to the Community. Find out which activities offered at the Hall will still be supported and clarify any aspirations for any additional activities. Consider how best to secure this information.	Steve

- iii. **Committee Vision/Ambition** – When we are in receipt of the responses to the Community survey, we can formalise our vision for the future. What we were doing prior to closure should be sufficient to keep the hall in good order.

## 7. Monthly Draw – Facility Purchase for 2020

When we started the Monthly Draw, the Committee decided every year the associated income (£300.00) should directly contribute to the purchase of facilities of benefit to community use.

Decision	Action
Campie advised that we require more mugs and has sourced some from IKEA called Dinera currently £1.75 each on their website.	Campie to seek bulk order discount for 80 mugs.
Investigate steam cleaner/fogger options for sanitising the hall.	Maxine

## 8. 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.

## 9. Maintenance:

- i. **Main door** – Campie confirmed the issue with door opening and closing had arisen due to movement and this had been rectified by packing out the hinges.
- ii. **Crack in external render** – There is a hairline crack on the external render which Campie will remind the painter to fill in before winter.

- iii. **Oil check** – Lou will be reviewing the fuel level as we go into winter, but this should still be quite high.
- iv. **Kitchen tap waiting to be replaced** – Campie will contact the plumber.

**10. Any Other Business**

Nothing to report.

**11. Date of Next Meeting:**

7.30pm on Thursday 12<sup>th</sup> November 2020 via Zoom

**The meeting closed at 8.26 pm**