

SCOPWICK & KIRKBY GREEN VILLAGE HALL

MINUTES OF A MEETING OF THE SCOPWICK & KIRKBY GREEN VILLAGE HALL MANAGEMENT COMMITTEE HELD IN THE VILLAGE HALL ON TUESDAY 11th May 2021		
Present:		
Mrs Janet Flett	Chairman	Mrs Wendy Stacey
Mrs Liz Banks	Secretary	Mr Michael Dowse
Mrs Rosa Nelson	Treasurer	Mr Chris Medcalf
Mrs Tracy Fenwick		Mr Richard Martin
		Mrs Debra Heeney
Not present - Mr Joe Kennard, Booking Secretary		Action
<p>1 Welcome – Chairman welcomed all, especially after such a long break. Chairman welcomed Debra Heeney who has offered to join the committee. She will see what is involved tonight and if still willing will be officially adopted onto the committee at the AGM. Rosa will explain to her the responsibilities of being a trustee.</p>		RN
<p>2 Minutes of previous meeting, 20th Oct 20 – Accepted as correct, proposed Janet, seconded Rosa. Liz has submitted grant request for 21/22 to Parish Council Clerk. Rosa & Liz still to finish venue update with community Lincs. Venue finder. Tracy has completed weekly hall inspection log. Chairman approached Co-op about being a Community Champion – can't submit request until September. Rosa has colour coded chairs and covid cleaning box sorted.</p>		RN LB
<p>3 Correspondence – Chairman has completed and returned NK Council Food Hygiene form. Chairman has also applied for Community and Government Grants for the hall. Secretary to forward to committee email about possible training sessions from YMCA.</p>		LB
<p>4 Treasurer's Report – Treasurer handed out two Financial summaries, 31 Mar 20 & 31st Mar 21. These show that the Hall is relatively well off, but need to remember that there has been no fundraising, so the grants obtained from National Government and NKDC, totalling £21829.21, will provide a safety net. The analysis shows a balance of £30826.72 on 31 Mar 21. Another government grant of £8000 has been received which will show in the next years statement, along with another £500 grant for the community.</p>		
<p>5 Approval of Risk Assessment for Hall –the new risk assessment document drawn up for the hall had been circulated to committee prior to meeting. This was discussed, new gov. guidance due 17th May. Points made were masks should be worn on entry, space ventilated, table service only, only 1 toilet area open, one way system entry & exit, QR codes up by door, but it is the responsibility of group leaders to keep register of attendees. Booking secretary has appendix for VH booking form, person who does hiring is responsible not the committee. Secretary to send copy of appendix to committee. The Risk Assessment was adopted, proposed by Janet & seconded by Mike Dowse.</p>		LB
<p>6 Lettings and Booking No entry sign on side door needs checking. Rosa 10th July Wedding booking still on Fri, Sat & Sun. Casual bookings, have to limit number of people in hall to 50% capacity from 17th May. Still sitting in groups of 6. Guidance to pass on to booking secretary is that no private bookings taken until 21st June, just regular user groups.</p> <p>Possible Hiring Subsidies – a discussion was held as to whether we could be more generous with the booking charges as the groups get going again in light of the grants received. A decision was made that all groups should have the first two weeks free as a welcome back gift and then for groups struggling with numbers, another 2 weeks at half rate. It was also decided that the four weddings who have rebooked from having to cancel last year should have a 20% reduction of the total booking fee in recognition of their staying with the hall, booking secretary to sort. Chairman will pass this information to Joe. Received payment for election booking of £120, there has been no increase in this charge for many years so it needs reviewing and updating before the next time.</p>		JF JF JK JF

Secretary to ask Brownies when they are planning on coming back as if not returning soon Mon night could be available for another booking.	LB
<p>7 Structure and Fabric – window cleaner been today.</p> <p>Janet had met with Roy Baumber to discuss lighting for East side of hall, he said couldn't be sensor lights, suggested Led floodlights switched in hall, £208 +vat not very neighbour friendly. Janet is going to purchase instead 6 small motion sensor lights, with solar panel, to be screwed on wall at cost of £37.</p> <p>Janet will ask Parish Clerk about responsibility for checking the defibrillator, maybe if sensor lights work one could go near defibrillator.</p> <p>Front door lock not working, so Janet had met with locksmith. He recommended that the lock needs replacing and ideally upgrading to a more secure 3 lever lock, with 3 keys included total cost, £150, extra keys £3 each. Agreed to go for this and get 2 new brass handles. Secretary checked key holders list and it was agreed to get 11 keys in total, these will be signed for on issue, to ensure accurate records kept of where the keys are.</p> <p>Rosa has met with flooring man to sort out side entrance vinyl, coming to fit on 14th June at 9am, Rosa will meet them.</p> <p>Rosa will purchase new cutlery and outdoor sound system as previously agreed.</p> <p>Wendy & Tony Stacey have offered to sand and stain front step handrails and hammerite railings, receipts to Treasurer.</p> <p>Disabled access needs improving, PC suggested creating long ramp up to hall instead of steps. Decided that this not ideal, so plan is to get quotes for rounding off the corner of the flower bed leading round to side door, and then get someone to re do the existing steps to get rid of crumbling brick facing , using engineering bricks, not just render. Janet will research, Rick Wakefield suggested.</p> <p>Bell for access help needs making more obvious, maybe remove smoker's box & replace with a sand bucket.</p> <p>Caretaker pointed out that there is a crack in the ladies toilet that needs filling and plastering</p>	<p>JF</p> <p>JF</p> <p>LB</p> <p>RN</p> <p>RN</p> <p>WS</p> <p>JF</p>
<p>8 User Groups reopening arrangements –</p> <p>Art – restarting Fri 21st May. Chris will take responsibility for setting up & putting away & will limit number of people entering kitchen for water. Reduced numbers at present.</p> <p>Bowls – restarting Fri 21st May, with majority keen to return. English Bowls will update guidance next week, Rick will check. Bringing own drinks, just using 2 mats.</p> <p>Friendship – not back till Tues 29th June 2-4pm. Terri & Nigel will entertain with singing, Janet will send invites to group. Rosa will make enquiries at school to see if there are any D of E candidates who would like to do their Community Action with the Friendship Group. Need ideas of games suitable for partially sighted.</p> <p>Hub – 20th May 10.30-12noon. Change of format to coffee morning to coincide with butchers van outside hall.</p> <p>Zumba – Ingrid, instructor, has not yet decided about starting, so Janet will make decision about running an exercise class for the time being and might start Wed 26th May, depending on interest.</p> <p>Pilates – sessions restarting - 7th June for Monday mornings, 10th June for Thursday nights.</p> <p>Brownies – Nothing heard yet, Liz will contact Kate to check.</p> <p>Fun Fit – Restarting Tues 25th May, will bring own drinks and modify activities due to Covid restrictions.</p> <p>Church – held a successful Spring Quiz. Table top sale booked Sept 25th. Winter Fair Nov 27th. Harvest service with Fish & Chip supper in early October, date to be confirmed. Covid compliant services held since Easter. Grass cutting in cemetery helped with grant from Parish Council. Only able to pay token amount of annual share to Diocese owe them over £2000. Open Gardens in village planned for 19th June 2022, looking for people willing to open their gardens or to help, contact Diana Davies</p> <p>Playing Field – New Equipment installed, Grand opening and Sports Day to be held on Sat 26th June from 12noon, need as many people as possible to attend and help, posters around village with contact details. Council Grant obtained and donation from Co-op (funded purchase of round basket swing), they will be invited.</p> <p>Village Show – Sat 7th August. Aim is to make the show as normal as possible, depending what is allowed. Helpers needed for raffle & tombola and user group reps to ask members for raffle and tombola prizes. DH & WS offered help. User groups could advertise their activities on display board.</p> <p>Leaflet drop round village to be organised to advertise the groups and activities in the hall.</p>	<p>JF</p> <p>RN</p> <p>ALL</p> <p>LB</p> <p>ALL</p>

<p>9 AOB – Bowls mat still on stage needs removing – MD will sort. Liz to contact Owen for June Parish Magazine about Hall activities restarting. Future Events - Janet had heard that Sun 4th July is National Thank You Day, so if turns out to be a National Event could organise something. Maybe think about doing Christmas or New Year celebration. Village Emergency Group – Janet thanked Rosa for help with the gift sorting and distribution. Maybe think of something to do for the group that was supported.</p>	MD LB
<p>10 Date of next meeting – 22nd June AGM at 6.30pm Rosa will advertise on notice boards at least 2 weeks before. After AGM will have short meeting to decide about 4th July and update about Village Show. Debbie Heeney agreed to join the Committee.</p>	RN
<p>11 Village Draw – April</p> <p>1st prize £40 M13 Mark Bradley 2nd prize £20 J9 John Money 3rd prize £10 B10 Philip Baumber Drawn by Debra Heeney & Mike Dowse, witnessed by Chris Medcalf</p> <p>May - 1st prize £40 E5 S Searle 2nd prize £20 P2 Jayne Mitchell 3rd prize £10 B14 Tim Banks Drawn by Debra Heeney & Mike Dowse, witnessed by Chris Medcalf</p>	

Liz Banks, Secretary