

## BUCKLAND NEWTON VILLAGE HALL COMMITTEE

### **Minutes of the Annual General Meeting held at the Village Hall on 1<sup>st</sup> September 2020 at 6.00 pm**

*In accordance with Government regulations, the meeting was held on the Village Hall patio with attendees socially distanced*

#### ATTENDANCE

Nicki Barker [NB] (*in the chair*), Jeremy Collins [JC], Katharine Hayens [KH], Vinny McKenna [VM], Kate Parish [KP], Ian Scott [IS], Sandie Stout [SS], Caron White [CW].

#### 1. APOLOGIES

Apologies were received from Susan Moring [SM].

#### 2. APPROVAL OF THE MINUTES OF THE ANNUAL GENERAL MEETING HELD ON 28th JUNE 2019

The minutes were circulated prior to the meeting by the Minute Secretary. The Minutes were agreed unanimously as a true record by those at that meeting and signed by the Chair.

#### 3. MATTERS ARISING

None

#### 4. CHAIR'S REPORT

The Chair reported as follows:

The report covered a longer period than normal as the AGM needed to be postponed from its normal June date until September due to the Covid virus. This, following Government guidance, effectively shut the village hall to all hirers for 6 months from March until September. The only exception had been the Outreach Post Office, which had used the entrance hall and cloakroom to host their services three mornings a week from May onwards. This had provided an important service to the village and the postmaster had been very diligent in only allowing one customer inside the hall at any one time and sanitising door handles and all used surfaces before and after each of the sessions. Shortly after resumption of the Post Office service the committee had installed an automatic hand sanitiser just inside the entrance door for mandatory public use to increase Covid security.

Up until March when the country went into lockdown, the hall had been well used by both regular weekly and monthly hirers and exercise classes, along with Artsreach and the Piddle Valley Players, all of whom had provided our bread and butter income as detailed in the financial report. On the 17th August 2019 our regular annual clean-up and repaint of both the hall and the garden area had taken place, led by the committee and a small task force of other hall users, with a follow-up of the kitchen area by the

Lunch Club. This had proved providential as it had been impossible to do any annual clean-up this summer.

Thanks to a grant of £10,000 applied for and received in May 2020 from Dorset Council, the hall was financially in a position to weather the loss of income during both the period the hall had been closed and an unknown period from September onwards when our Risk Assessment would limit hirings to local users able to use just the main hall within the guidelines of social distancing. Our regular high cost outgoings of heating and cleaning had been reduced, and thanks to the grant the Committee had been in a position to pay our loyal cleaner a retainer of 50% of her normal salary through her shielding lockdown.

In September 2019, the programmer for the boiler had been replaced by Stephen White with a new Honeywell programmer to reduce wasteful use of oil. The new programmer automatically adjusted for both frost settings and the spring and autumn clock changes. Ian Scott and Nicki Barker were familiar with setting the programmer for regular weekly users, otherwise hirers would use the programmer in the same fashion as the previous one. The committee was grateful to the United Charities of Buckland Newton for assistance with the cost of this.

In June, 3 members of the Committee risk had assessed the hall for reopening based on Covid safety guidance by ACRE and our insurance company. This had resulted in a decision to keep the hall shut until September when the cleaner would once again be available. This would be re-assessed nearer the reopening date. To remain as Covid-secure as possible, only the main hall would be available to hire out with a single loo, the disabled toilet, available for emergency use. The kitchen area and storeroom and other toilets would remain unavailable initially and the green material covered chairs would be replaced temporarily by the old red plastic chairs from the loft, which were easier to sanitise. A new sanitising station had been installed in the main hall with paper towel dispensers in all toilets and the kitchen along with an additional automatic hand sanitising dispenser in the kitchen. An additional Hiring agreement covering hirers' responsibilities on Covid security had been drawn up, which would form an addendum to the existing Hiring Agreement, and a notice would be put up on the entrance door and to be handed out to all users covering these conditions of hall use.

Externally, the gardener, Ricki Edwards, had continued to keep the grass mown and strimmed. A work party in August 2019 and July 2020 had kept the weeds in check around the building and patio area. The wilderness area was very much in need of future maintenance, although the trees, mainly willow and hazel, overshadowing our neighbour on the north side had been cut hard back in February at their expense. Similarly, the rough bramble

and scrub area on the north side of the entrance gate had been cut down and sprayed off at the expense of A R Foot Ltd, who was renovating the adjacent building in Stevens Walk. This area would now be considered for either additional car parking space or replaced with grass.

5. **TREASURER'S REPORT**

The Treasurer presented the accounts for the year and reported as follows:

There had been a reduced income from the Fete Committee grant due to the Hall undertaking a smaller than usual project. There had also been no donations this year, following the previous year's donation from the United Charities of Buckland Newton to help fund the new cooker. Repairs and maintenance expenditure had included repair/replacement of a section of fencing, as well as the cooker. There had been an overall shortfall of income against expenditure of £570.83. In view of the grant received from the Government of £10,000 and reduced running costs, the Treasurer was confident that the Hall finances remained in a satisfactory state.

Adoption of the accounts was proposed by Ian Scott, seconded by Kate Parish and agreed unanimously.

6. **DISCUSSION OF THE ROLE OF "COMMITTEE OF MANAGEMENT" AS SET OUT BY THE CHARITY COMMISSION AND THE HALL'S OWN CHARITY SCHEME DATED 1947 AND 1981**

Ian Scott explained, that under these arrangements, Representative, Elected and Co-opted members administer and run the hall and become Charity Trustees until the next AGM. The building and land is held in trust by the Charity Commission as Official Custodians on behalf of the village. This ensures that the building and land can only be used for the benefit of the village except by agreement of the Charity Commission. All Committee Members are therefore Management Trustees but would not be personally financially responsible provided that they follow best practice in carrying out their duties as Trustees.

7. **RESIGNATION OF EXISTING REPRESENTATIVE, ELECTED AND CO-OPTED MEMBERS WHO WERE ELECTED JUNE 2019**

In accordance with the Charity Scheme, all Committee Members resigned.

8. **NOMINATIONS TO THE HALL MANAGEMENT COMMITTEE FROM USER ORGANISATIONS**

The list of Representative Members, as defined in the Charity Scheme of 1981, was now out of date, as several of the

organisations had ceased to exist or been replaced by new groups. Consideration of advising the Charity Commission of the new structure of Representative Organisations was deferred to a later Committee Meeting.

IS

Nominations for Representative Members were as follows:

Village People – open  
Parochial Church Council – Jeremy Collins, pending confirmation by PCC  
Parish Council – Nicki Barker  
Village Café – Fizz Lewis  
Little Goslings – Kelly Evans  
Exercise Classes (Yoga/Pilates/Keep Fit) – Sandie Stout  
Buckland Newton Amateur Players (BAPS) – open  
Gardening Club - Katharine Hayens  
Youth Club – Kate Parish  
Lunch Club – Susan Moring  
Artsreach – Caron White

JC

Nicki Barker proposed, seconded by Ian Scott, that the above list of organisations should replace the list included in the Charity Commission Scheme, and be notified to the Charity Commission as soon as reasonably practical. This was agreed unanimously.

IS / VM

**9. ELECTED MEMBERS**

The election of Ian Scott and Vinny McKenna, as the only candidates standing who were not Representative Members, was proposed by Nicki Barker, seconded by Sandie Stout and agreed unanimously.

**10. ELECTION OF CO-OPTED MEMBERS**

None proposed or elected at this time.

**11. DECLARATION OF ACCEPTANCE BY NEW CHARITY TRUSTEES BY SIGNING IN MINUTE BOOK**

To be arranged and added to Minute Book.

JC

**12. APPOINTMENT OF AUDITOR**

The appointment of Sharon Calcutt as auditor was proposed by Nicki Barker, seconded by Ian Scott and agreed unanimously.

**13. RISK ASSESSMENT OF HALL PRIOR TO RE-OPENING**

A Risk Assessment had been carried out, based on recommendations from ACRE (Action with Communities in Rural England), although there was overlap regulations from other bodies. This included a Checklist (attached as Appendix A to

these Minutes). It was agreed that a Register of Keyholders would be compiled. The keysafe code at the front entrance had been changed and relevant users advised. It was agreed also that it was important to get regular users of the Hall to recommence use/meetings and to this end adjustment of hire rates could be made on an individual basis so that use of the Hall was financially viable for both the Hall and its users. The cleaner had been working again since the end of shielding and detailed discussions with her had been held to establish procedures and protocols. It was noted that the emergency lighting needed to be checked and/or tested. In the past this had been regularly carried out by Stephen White. RCD's would also need testing and PAT testing of portable appliances would be needed. Special treatment of the Stage Lighting might be required as the high current draw could cause the RCD's to trip unnecessarily.

IS

VM

NB

Draft addenda to the Hiring Conditions and Agreement were tabled. These needed some minor changes in the wording of responsibilities for notification to the 'Test, Track and Trace' authorities and information to be given to Hirers and Users and attendees at events. The draft documents would be added to the Village Hall page of the Buckland Newton Community website and updated once agreement had been reached.

KP/IS

JC

**14. RESTORATION OF AREA NORTH OF HALL FOR PARKING OR GRASS**

After discussion it was agreed to ask Andy Foot to re-treat the roots in this area, pending an agreement on final use. The need for additional parking was recognised, but an interim solution could be laying of gravel on the existing surface.

**15. ANY OTHER BUSINESS**

Jeremy Collins noted that Jan and Trevor Marpole had been overwhelmed by the gift from the Committee. Following Trevor's untimely death on 18<sup>th</sup> August, it was agreed that a letter of condolence should be sent to Jan Marpole.

NB

The meeting closed at 7.40 pm.