

**Minutes From The Great Easton Village Hall Committee Meeting
Held In The Village Hall - Respecting Social Distancing
On Wednesday 22nd July 2020 At 10.30am**

Present:

Tim Smith (Chair)
Alice Murdock (Vice Chair)
Vikki Halliday (Treasurer)
Sally Armstrong (Caretaker)
Lorna Bryant
Margaret Stamp
Louisa Feltham
Kay Mitchell (Secretary)

This is the first meeting held at the Village Hall since lockdown in March 2020. Members were seated and socially distanced. Tim welcomed everyone to the meeting (no apologies)

Meeting commenced 10:36 am

Minutes of the last Meeting

Minutes of the last Meeting were read and agreed

Matters Arising

- Stage Refurbishment - Terry has various actions outstanding before this can be signed off. It has been difficult to pursue Terry due to lockdown restrictions (c/f TS/LF)
- Roadside Advertising Boards (c/f AM)
- Display Board located outside the shop (c/f AM)
- Stage refurb - painting of blue backdrop c/f
- Replacement of damaged bolt on parish office c/f
- Kitchen - corner tap - c/f TS
- Replacement tablecloths - **Alice to enquire about gingham fabric c/f AM**
- Short Mat Bowls - c/f AM
- Toilet Refurb - TS has received one quote for the work but has been unable to get a further quote from another plumber(s) for comparison purposes. **c/f suggestions to TS if anyone knows or has experience of a reliable plumber**
- Archive Room - A working party is to be set up in order to explore the possibility of using the small meeting room as a Village Archive Room. Current VH membership AM/TS/MS/KM, plus PC Chairman Phil Long.
- **Action: AM to contact History Society for their representative.**
- Need to establish the volume of archive material and the type of storage required. LF has found information regarding the Record Office in Wigston which will securely store village records, free of charge.
Action: A meeting on site to be arranged once History Soc rep has been ascertained (AM)
- Music Licence - TS has deferred payment and arranged for monthly payment to take place once the Hall re-opens

Finance/Fund Raising

Vikki reported that the finance picture is healthy at present - Balance £18725.00
There are no plans for Fund Raising until we are clear about Government guidance about re-opening the Hall

Concrete Planters (TS)

Tim has received a letter from David Hankey enquiring whether the Hall might be interested in locating one of the concrete planters that were once cited outside the pub. These are no longer needed by the pub.
After discussion David's kind offer was declined - the decision based on upkeep and Health and Safety reasons.

Health and Safety at the VH after Lockdown (KM)

Kay has spoken to a H&S Advisor who made a number of suggestions/options to assist us with the safe re-opening of the VH now that Govt guidance has given the go-ahead.
Prior to the meeting Kay circulated a draft Risk Assessment (Appendix F - ACRE Guidance) together with H&S notes, and Alice had circulated a Guidance document from ACRE - Action with Rural Communities in England.
<https://acre.org.uk/news/post.php>

It was agreed that a small working party would be set up to read through the documentation and produce a risk assessment for Hall users.

Action: TS/AM/KM

Re-opening the VH (TS)

Tim, Alice and Sally had met to assess how the Hall might be used safely once re-opened.
Members of the meeting listened to the options. In addition, Tim has contacted local groups/users to see when they might want to resume their meetings at the VH. Response was mixed however some are ready to go starting October 2020

As there are lots of detail in the guidance and recommendations for us to consider, it was agreed this would be discussed within the Working Group and shared with Committee members at a later date.

AOB

LF - GELT are keen to start reading plays and scripts (sooner rather than later) in preparation for a performance, hopefully during the winter months e.g. Panto. GELT could use the Hall providing they remained in the Main Hall, seated and socially distanced, then clean down thoroughly before and after use. This will depend on the Risk Assessment.

KM - Kay advised that the WI 1920-2020 Centenary Plaque has been purchased and is ready to be installed. Sadly, Celebrations for the Centenary had to be postponed however planning is underway for this to happen, once they are safe to do so.

Meeting ended 11:57 am