**Minutes**

**THE RENDHAM VILLAGE HALL MANAGEMENT COMMITTEE AGM ON**

**MONDAY 24th August 2020 AT 7.30 P.M. IN RENDHAM VILLAGE HALL**

Present: Denis Moore, Jean Palmer, Gina Purvis, Mary Gregory, Phil Harvey,

Parish Council Representatives: Chris Salmon, Tracy Gleeson, Roger Bennion

1. **Apologies**

 None

1. **Minutes of the 2019 AGM**

 **DM** Signed minutes as a true record

1. **Matters Arising from the Minutes**

 Item 8. James Robbins to Audit the Village Hall Accounts

# 4. Correspondence

x Anne Hounsell gave notice of her decision to retire from the committee. **DM** thanked her for all her help with the committee.

x Chairman gave an account of a number of emails circulated amongst the committee regarding the Covid-19 hire supplement Which has now been used by 3 separate hirers. The Form is now adopted for use and will be available on the village website along with the standard hiring form. The aforementioned emails were circulated in order to seek clarification and approval before introduction of the Covid 19 supplement. The Chairman had also sought a vote of confidence from the committee, again to seek clarification as to the manner in which Covid-19 guidelines were being implemented. This episode is now complete.

x Letter from Chris Salmon regarding the closed AGM meeting. **DM** responded by explaining the meeting was already late due to Covid-19, correspondence was asked for from the public, but he has had no replies.

x Lynda Newsom Communication received regarding the holding of a

Macmillan fund raising event on 26th September 2020 x Resignation email from Paul Jackson

# 5. Chairman Repor

 See attached Report **Appendix 1**

Arising from the chairman report, there has been a quote for the roof insulation.

**Appendix 2,** which has been arranged by **PH**

The committee agreed to go ahead with roof insulation, proposed by **DM** seconded by **GP**

**6. Trea rer Repor**

 **JP** presented the annual financial report **Appendix 3**

 The Auditor had made some comments **Appendix 4**

# 7. Election of Officers

 Secretary MG proposed by **DM** seconded by **PH**

 Treasurer JP proposed by **DM** seconded by **PH**

 Chairman DM Proposed by **PH** seconded by **MG**

# 8. Election of Committee members

 Peter Addington was nominated by **DM** seconded by **MG**

 **JM** resigned from the committee

 All other members agreed to remain on the committee

9. **Election of External Auditor**

**James Robbins** has agreed to be the external Auditor

# 10. Covid-19 Update

1. Notify insurance company that we are self-certifying Covid 19 as of 1st September

**DM** asked **JP** to action

1. Cleaning procedure document awaited - **JP** to Action
2. Pilates classes will begin again on 7th September
3. There is to be a funeral held in the Hall on 8th September. Extra cleaning to be done on 7th September and 8th September - **JP** to action. **JP** to be point of contact on the day **JP** agreed

1. Lynda Newson has been made aware of the new contract regarding Covid-19 and user group responsibilities As there would be a transient foot fall, the committee feel that this event should not go ahead. **DM** opted to write to Lynda to explain the complications involved in holding a coffee morning inside a building during the current restrictions on group meetings.

**DM** proposed to engage a plumber to upgrade all the taps in all the toilets to hygienic lever style taps and **JP** proposed that we replace the water heater in the men s toilet as the original is no rust - proposed by **DM** seconded by **MG** unanimously agreed by the committee Action for **DM**

# 11. Any other Business

Chris questioned whether there was an up to date asset register. **DM** to action

Meeting ended 9:30 pm

# Rendham Village Hall Chairman s Annual Report 2020

This annual report is prepared for submission to the annual general meeting held in August this year following postponement due to COVID 19.

At the moment, Rendham Village Hall Management Committee consists of 7 Rendham residents. The posts of secretary, treasurer and chairman are filled. There are no deputies.

The finances remain in a healthy balance and were recently bolstered by the grant of £10,000 received via the local authority from Central Government. Rendham Village Hall qualified to apply for this grant to compensate for loss of income because of COVID 19. Some of this grant has been spent in order to ensure compliance with Government Guidelines to enable the hall to certify COVID 19 secure.

The concern about the drainage and septic tank continues but is not a priority at this time. It is however subject to ongoing review. The upgrade of the heating system has moved to the second phase i.e. ceiling insulation. This follows after the complete change of lighting to low energy LED sealed units earlier this year. The repair to rotten window frames has been carried out and some exterior repainting is due to be commenced shortly.

It is my intention to re-open Rendham Village Hall as a COVID 19 secure building in September 2020. There are 2 regular user Pilates groups ready to restart activity in compliance with Government Guidelines and directions from their own professional umbrella organisations.

During these COVID 19 times, Rendham Village Hall will be available for hire provided those wishing to do so can comply with the additional criteria that must be satisfied. Such additional conditions are aimed at reducing the opportunity of spreading COVID 19.

Hiring fees remain at their current rate but will be subject of review as the increased cleaning costs become incorporated into our operational outgoings.

Denis Moore

 Chairman Rendham Village Hall Management Committee

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