

# Minutes

## Rendham Village Hall Management Committee

Monday 19<sup>th</sup> October 2020 7:30 pm Village Hall

Attendance: Phil Harley, Denis Moore, Gina Purvis, Jean Palmer, Peter Addington, Mary Gregory, David Willet

### 1. Apologies

Chris Bishop

### 2. Minutes of previous meeting

**DM** Signed as a true record

### 3. Matters arising from the minutes

1. Bank card system: Treasurer had pursued the matter with Barclays bank concerning bank cards to pay any bills, the Bank will allow one card on this account.

**DM** said to apply for the one card. Committee agreed to proceed with the card. **JP** to apply to the bank.

2. Record of Covid-19 cleaning schedule to be put on the Schedule: **MG** to complete

3. Insulation has now been completed. Still awaiting the invoice. **PH** to chase

### 4. Financial update

Barclays £6413.19, Ipswich Building Society £14155.21, Cash £107.00

### 5. Operating Schedule

**JP** – Suggested the curtains need hovering. **DM** and **PA** to carry out the hovering.

Hiring Costs: Committee agreed that should the art group decide to reconvene they would be charged additional cleaning commensurate with their activity, otherwise hiring to remain the same. **DM** to meet with coordinator to discuss ongoing hiring.

Septic Tank: No need to empty in November as no one has used it

## **6. Septic Tank/ Building improvements**

Toilet Taps to be changed, and the men's water heater as previously agreed. **DM** has in hand

**PA** suggested the swan neck tap to be put in the kitchen sink. Also suggested a water filter be fitted to the drinking water tap. Committee agreed to go ahead with tap and filter. **DM** to arrange the plumber and report back

Window repair on rear door. **DM** arranged replacement

Geoffrey from Juniper Barn used the marquis over the summer for outdoor café. In recognition of this, Geoffrey has offered renew the perimeter fence to the car park. Brought to the committee for information and referred to the church Deacons as the responsible authority.

Outside painting: Windows repaired. Following a delay by the contractor it is now apparent that the exterior paint work will not be carried out this season. As an interim measure it is proposed for exterior putty repairs to be carried out, the committee agreed. **DM** to action.

## **7. Fundraising Events**

Nothing to report

## **8. Covid 19 – Secure Measures**

Rendham Village Hall remains open for use as a Covid secure building available to users under strict compliance with the hiring agreement implementing additional Covid-19 procedures.

## **9. Any other business**

**JP** established the shed is owned by the village. Covered by insurance for the shed, but not the contents, **JP** had the contents covered for £1000, this will be reviewed in March when the insurance is due for renewal.

**DM** proposed David Willet on to the committee, **JP** seconded it.

**JP** said there are a few spots on the floor where the varnish is coming off, due to constant cleaning by the Pilates. **JP**: is it worth putting a covering over the floor i.e. vinyl? To be considered at a future point.

## **10. Date of next meeting**

18<sup>th</sup> January 2021

Proposed future meetings: 19<sup>th</sup> April, 19<sup>th</sup> July and 18<sup>th</sup> October 2021

Meeting ended 8:35 p.m.