Camps Village Hall Committee

Draft Minutes of meeting held on Monday 19th July 2021 at 7.30 pm in the Village Hall.

1. Present

Terry Chapman, Susie Culpin, Mike Peirson, John Biggs and Richard Moore.
All attendees registered with the QR code and were not aware of any Covid infection.
Apologies were received from Jo Bishop, Beverley Garbutt, Linda Shepherd, and Sue Coxall.

2. Approval of previous Minutes

Those trustees present approved the Minutes of the last full committee meeting held on 21st June 2021. These were then signed and dated by the chair.

3. Hall reopening actions update

Our chair Richard Moore opened with a request for members to respond when asked about a required decision. It was unanimously agreed by those present that a non reply would be taken as an approval.

a. Opening risk assessment
Richard discussed a draft Covid 19 user operating procedure. After some amendments, stressing its advisory nature and that the Responsible Person now has a personal choice on their Covid security policy, Richard agreed to circulate it for comments. **Action: Richard**

b. Legionella risk
Terry completed a valid test, using the MiniLab test kit purchased by Richard, on a blend of the hot and cold water from the repaired disabled toilet hand basin. This gave a negative result. One remaining test pack is available for use before its use by date of Dec. 2021. It was agreed that there was no further need to test at this moment.

c. Patio door glass replacements
Quote received of £398 to replace all broken windows in all doors. We approved this and Susie will place order. **Action: Susie**

d. Additional Covid 19 cleaning costs
It was decided that our current hiring terms applied and the hirer could choose to pay our cleaner for the work if preferred.

e. Contact users regarding opening
Susie will call the regular user groups, all of whom seem to be ready to recommence their activities.

f. 5 year electrical safety testing, due August 2021
The members present approved of Richard's executive decision to ask Farrant to proceed.

g. F.A.Q. for hirers was thought not to be necessary now.

4. Financial report.

a. Application for an additional grant from the Zero Carbon Communities Fund for lighting improvements (for the full amount) has been submitted by Mike, no response as yet. Mike said that if we're not successful we could try next time for a proportion of the cost.

b. Current Account has £15,111.18 and Saffron Walden Reserve has £6,684.83. Regarding cash flow, Richard pointed out that we have a large number of projects in hand totalling approx £10,000 and we should not reduce our funds to a dangerous level.

c. Hall bookings are now being accepted although most wedding receptions are moving to 2022. Regular users such as CATS, Good Companions, Yoga, Dance Club, Youth Club and Toddlers are restarting from 29th July.

d. Following Richard's concern that he has no checks on spending and expense claims for the Hall, Jo and Linda have offered to be signatories for an approval/monitoring system.

e. Richard explained about the benefits of online banking which he is progressing. Beverley has offered to be a signatory. Cash can still be used as it can be paid in at the Newmarket branch of NATWEST. The committee agreed that we should aim to use on-line banking. **Action: Richard**

5. Correspondence.

It was noted that CambsACRE continue to send out advice to Village Halls regarding legal and admin issues, especially Covid 19 procedures. We debated whether we should rejoin but feel that the PC membership should be sufficient at present.
Terry continues to receive emails from commercial organisations promoting their services to village halls such as infra red heating, consumable supplies, electricity, legal, accountancy etc and will bring them to the committees attention if relevant.

6. Events/fundraising.

a. Jumble Sales – none planned at present due to Covid restrictions. Carried forward.

7. Risk assessment review.

a. Weekly checklist review done and logged by Susie. Fire extinguisher service done. Taps/loos regularly run and flushed.
b. Side path safety issue. Awaiting CCPC considerations from its last meeting.

8. Maintenance

a. Exterior doors and external decoration
The quotation from Julian Laing for the external decoration, including remaining doors, of £1,400 was approved at the last meeting. The work might not start until September.
b. Internal decoration
Terry prepared a draft modular specification for the work to be given to contractors. This was approved after some amendments and is attached. Members suggested local tradesmen who could be approached. Could members please ask interested decorators to contact Susie to view the work?
Action: All members
c. Main hall lights LED replacements
The quotation received from Farrant was debated with reference to Minute 4. paragraphs a. and b. above. Until we have a response to the funding application it was decided not to proceed with the full project. Terry is to discuss with Farrant specific pricing for only the main hall beam lights and the remaining small hall ceiling lights. **Action: Terry**

9. AOB

a. Large 1903 Castle Camps Parish Map PC request from Parish Council Chair.
The two scrolls of the parish map were examined by those present and were found not to be suitable for hall hanging as there is no sensible place for them. They are of historical value, so maybe could be offered to South Cambs. Archive Dept?
b. Booking form amendments. Richard has circulated a draft form and will progress **Action: Richard**
c. Emergency disabled toilet alarm quotation from Farant was approved. **Action: Terry**
d. The two CCTV cameras have been installed by Saffron Security. Sue Herbert is now the only Data Controller. The annual ICO fee does not now need to be paid.
e. The commemorative plaque wording for Alex and Anne Chapman is to be agreed at next meeting. Note. Existing plaques need to be polished.
f. The leaking roof has been examined by Clive but no obvious leak. Further investigation needed.
g. Annual accounts now signed off by Christine Swan and circulated by Richard.
h. The AGM, as previously agreed will not be held this year as now too late. Terry has not had any response from trustees wishing to stand down, so only needs to update the Charity Commission Return for our new members. No offers were received for new Chair, Treasurer or Secretary.

10. Date, place and time of next meeting.
Monday 16th August 2021 in village hall at 7.30pm