
Camps Village Hall Committee

Draft Minutes of meeting held on Tuesday 18TH May 2021 at 7.30 pm in the Village Hall.

This was the first meeting since the Covid closure. All attendees registered with the QR code and were not aware of any Covid infection.

1. Present

Terry Chapman, Susie Culpin, Jo Bishop, Linda Shepherd, Mike Peirson and Dicky Moore. Also attending by invitation was Sue Herbert, Chair of CCPC.
Apologies were received from Beverley Garbutt and Sue Coxall.

2. Approval of previous Minutes

Those trustees present approved the Minutes of the last full committee meeting held on 12th Feb 2020 and the emergency meeting held on 18th March 2020. These were then signed and dated by the secretary as pp for the chairman.

3. Hall reopening process and discussion

Our chair Dicky Moore opened the discussion with his concerns about the process and timings. Prior to this meeting Dicky had purchased items for sanitation, obtained the QR code and arranged the hall layout with Susie. Dicky had also prepared Risk Assessments for this meeting (as prior circulated) and a draft the forthcoming Parish Council meeting. After extensive discussion we unanimously agreed that (apart from formal controlled meetings as per these Risk Assessments) we would not open before the 21st June for social events. An opening letter to hall users and notification to the Charity Commissioners have been carried forward pending developments.

4. Financial report.

- a. A bequest of £5,000 to the Hall has been received and banked. Dicky will write to the solicitors to ask if we can recognise this in the form of a plaque. No notification of this to be made public until we have a response. Action: Dick
- b. Current Account has £8,775 and reserve has £6,685
- c. Social Hall bookings are currently stopped. Bookings later this year are provisionally being taken, but most wedding receptions are moving to 2022. A Risk Assessment will be needed and the cost of cleaning to be included. Susie will check with our cleaner.
- d. Payment for Annual Music Licence to PPL/PPS not requested.

5. Correspondence.

- a. Cambridge ACRE send regular emails regarding Covid requirements and hall openings.
- b. Invoice process for annual grant from Shudy PC has been formalised.
- c. Notification from Norris and Fisher that our insurance policy is due. We have a 3 year agreement (to 2023) to freeze the cost (other than for CPI increases). D Debit to continue.

6. Events/fundraising.

- a. Jumble Sales – none planned at present due to Covid restrictions.
- b. Village and Makers Market event is not currently planned due to Covid.

7. Risk assessment review.

- a. Weekly checklist review done and logged by Susie. This includes fire alarms, extinguishers, emergency lights and flushing of taps re. Legionnaire's disease
- b. Side path safety issue. Various options were discussed: removal of slabs; resetting of

slabs: stoning and grassing. Subject to be mentioned at next Parish meeting by Sue Herbert.

8. Maintenance

- a. Exterior patio door is badly damaged and the other 3 exterior doors are also in need of repair. Clive Germany has offered to check cost and availability of replacement as they are of non standard size. Dicky offered to set work in hand to replace the broken lower glass pane with secure boarding. Susie will arrange replacement glass panes for the upper parts. The committee agreed to this patch-up proposal to save funds. **Action: Dick**
- b. The committee agreed to await costings from Clive regarding the kitchen, storeroom and boiler room external doors. **Action: Clive**
- c. Susie will ask her neighbour Julian regarding exterior redecoration and some repair work on gutters. **Action: Susie**
- d. Mike suggested that the interior redecoration might be achievable by a working party of community volunteers. **Action: Mike**
- e. Main hall lights LED replacements and emergency alarm. We are waiting for a quotation from Farrants to do an investigation of our lighting to update it with LEDs and new safety systems. **Action: Terry**
- f. It was agreed that the order of priority should be:
 - Emergency safety lights
 - Replacement beam lighting
 - Other lights
- g. Mike has contacts with an expert on grant applications and will ask about the South Cambs Restart Grant (applications by 30th June). This can be up to £8,000 for our hall with a rateable value of £6,300.
- h. The lighting might come under the Zero Carbon Communities Grant scheme.
- i. The window curtain headings are disintegrating and need replacing. Sue Herbert kindly agreed to repair them.

9. AOB

- a. Booking form amendments pending Dicky reviewing old forms – carried forward.
- b. AGM. To be decided after 21st June.
- c. Emergency alarm pull cord. Carried forward.
- d. CCTV. Sue Herbert advised that there are two spare ports on the CCPC system that possibly could be used by us. Sue will check with the installers Saffron Security.
- e. Note that PAT testing done on Friday 21st May by Tony Botten (cost £100)

10. Date, place and time of next meeting.

Monday 21st June 2021 in village hall at 7.30pm