Camps Village Hall Committee

Draft Minutes of meeting held on Monday 21st June 2021 at 7.30 pm in the Village Hall.

All attendees registered with the QR code and were not aware of any Covid infection.

1. Present

Terry Chapman, Susie Culpin, Linda Shepherd, Mike Peirson, John Biggs and Dicky Moore. Also attending by invitation was Sue Herbert, Chair of CCPC.
Apologies were received from Jo Bishop, Beverley Garbutt and Sue Coxall.
John Biggs was co-opted onto the committee by a unanimous vote. It was recognised that no more Castle Camps parish councillors could be join the committee.

2. Approval of previous Minutes

Those trustees present approved the Minutes of the last full committee meeting held on 18th May 2021. These were then signed and dated by the chair.

3. Hall reopening discussion and actions

Our chair Dicky Moore opened the discussion with an explanation of the reason for the urgency in advancing the project for replacing the safety lighting, as prior to this meeting Dicky had to cancel a booking as any safety incident would make us liable. The committee members present approved the quick response. We then reviewed the 17 point action list, prepared by Dicky, as attached to the agenda (with extras):

1. Opening risk assessment – pending NHS/ACRE advice.
2. Legionella risk – we agreed the purchase of a testing kit. Terry agreed to do the testing, once the hot water issue in the disabled toilet is solved. Action: Dicky and Terry
3. Covid 19 cleaning – ongoing.
4. Safety lighting – now completed. Dicky to pay the invoice from Farrant. Action: Dicky
5. PAT testing – completed.
6. Patio door panel replacements – now done and completed by Dicky with grateful thanks from the committee, who approved the expenditure. Dicky to invoice. Action: Dicky
7. Patio door cracked glass replacement – imminent, by 1st July? Action: Susie
8. Trade waste collection – being reactivated from 1st July.
9. Unwanted jumble – now being removed. Thank you to Sue Herbert.
10. Chair repositioning – low priority
11. Agreement on addition of cleaning costs to hiring – carried forward.
12. Contact users – carried forward
13. 5 year electrical safety testing, due August 2021 – Farrant to be asked for quote. (Sue Herbert also requested that a separate quote for the parish council lighting be obtained). Action: Terry
14. Chubb fire equipment inspection – completed.
15. Restart grant application – successfully done by Mike, who obtained £8,000 towards our costs. Thank you Mike.
16. Disabled toilet hot water – plumber arranged to sort out the hot water valve. Action: Susie
17. Fire door safety seal – replacement completed.
18. F.A.Q. for hirers suggested – Mike offered to prepare a document. Action: Mike
19. Opening the Hall - after extensive discussion we unanimously agreed that we would not open before the 19th July for social events.
20. An opening letter to hall users and notification to the Charity Commissioners have been carried forward pending developments.

4. Financial report.

a. Grants – as in point 15 above, £8,000 received.

b. Application for an additional grant from the Zero Carbon Communities Fund for lighting improvements. Mike will arrange for the survey. Action: Mike

c. Current Account has £16,410.93 and Saffron Walden Reserve has £6,684.83. Cash is £39

d. 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 as mentioned in point 11 above.

e. On line banking proposal. It was agreed that Dicky pursues a move to online banking.

f. Financial monitoring. Dicky was concerned that he has no checks on spending and expense claims for the Hall and asked for signatories for an approval/auditing system. Examples of recent expenditure given were:

CCTV:	£729
Emergency lighting:	£2,461.12
Legionella kit:	£113.56
First Aid kits:	£42.24
B&Q cupboard doors/hinges:	£46

(Subsequent to this meeting some members have offered to help auditing)

5. Correspondence.

a. Confirmation from Norris and Fisher that our insurance policy has been renewed. (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. Maybe one for Christmas?

7. Risk assessment review.

a. Dicky has bought 2 new first aid kits for the Hall.

b. Weekly checklist review done and logged by Susie.

c. Side path safety issue. This was discussed at the last CCPC meeting and options being considered.

8. Maintenance

a. Exterior doors and external decoration. The patio doors have been refurbished by Dicky (ref point 6 under Agenda item 3 above.) We have a quotation from Julian Laing for the external decoration, including remaining doors, of £1,400. The members approved this cost. Action: Dick and Susie

b. Internal decoration. We agreed that we should ask for quotes for this work using the Restart fund, to have it done by the opening. (Include lead-time). Terry to prepare a modular specification for the work to be given to contractors. Action: Terry

c. Main hall lights LED replacements and disabled emergency alarm. We are waiting for a quotation from Farrant to do an investigation of our lighting to update it with LEDs and new safety systems. Action: Terry

d. Window curtain heading repairs. Now complete with grateful thanks to Sue Herbert.

e. Kitchen cabinet doors. Now replaced thanks to Dicky buying and fitting new doors/hinges.

f. Committee agreed that Susie can buy a new Henry vacuum cleaner and new kettles. Action: Susie

9. AOB

a. AGM. Agreed not this year as now too late. Any committee members not wanting to continue please let Terry know. No offers were received for new Chair, Treasurer or Secretary.

b. Booking form amendments. Dicky has circulated proposed forms – carried forward.

c. Emergency alarm pull cord. Terry to add to Farrant quote request. Action: Terry

d. CCTV. Committee agreed with Dicky's purchase of two cameras to be installed by Saffron Security.

e. Dicky has agreement from the solicitors of Mr Chapman's estate for a commemorative plaque. Wording to be agreed at next meeting. Note. Existing plaques to be polished.

10. Date, place and time of next meeting.

Monday 19th July 2021 in village hall at 7.30pm