
Camps Village Hall Committee

Draft Minutes of meeting held on Monday 16th August 2021 at 7.30 pm in the Village Hall.

1. Present

Terry Chapman, Mike Peirson, Jo Bishop, John Biggs and Richard Moore.

All attendees registered on entry and were not aware of any Covid infection.

Apologies were received from Beverley Garbutt, Linda Shepherd, Susie Culpin and Caroline Parkinson.

2. Approval of previous Minutes

Those trustees present approved the Minutes of the last full committee meeting held on 19th July 2021. These were then signed and dated by the Chair.

3. Hall reopening actions update

a. Opening risk assessment

The draft Covid 19 user operating procedure circulated by Richard, as amended to emphasise its advisory nature and that the Responsible Person now has a personal choice on their Covid security policy, was approved.

b. Patio door glass replacements - The glass to be replaced this week. *(Subsequently done!)*

c. Charity Commissioners update – Terry to advise them of our opening date.

d. 5 year electrical safety testing certificate received. Some minor work was needed which is now complete

4. Financial report.

a. There has been no response to the application for an additional grant from the Zero Carbon Communities Fund for lighting improvements. Mike will chase. **Action: Mike**

b. Current Account has £11,491. Saffron Walden Reserve has an unchanged £6,684.83.

Regarding cash flow, Richard pointed out that we have no income at present and a large number of projects in hand. Richard circulated a spread sheet showing estimated work costs and estimated resulting balances for our current and reserve accounts, assuming we pay for the LED lights from the reserve account.

After some discussion and assuming we start receiving income from our regular users from September, it was thought that we would have sufficient funds remaining after the projects' expenditure.

c. Hall bookings are now being accepted and Regular users such as CATS, Good Companions, Yoga, Dance Club, Youth Club and Toddlers are restarting soon, mainly in September.

d. Richard has been unable to make progress with online banking, so will be going to the Newmarket branch of NATWEST. **Action: Richard**

5. Correspondence.

The change of ownership for Chubb was noted.

6. Events/fundraising.

None planned at present due to Covid restrictions. Carried forward.

7. Risk assessment review.

a. Taps/loos regularly run and flushed.

b. Side path safety issue. Awaiting CCPC, which is awaiting a quotation for the work.

c. Fire safety procedure was discussed and we agreed that a muster point should be highlighted and added to the Operating Procedure. Richard will write to the PC requesting permission to install a Fire Assembly Point sign on the lighting pole in the far corner of the MUGA.

8. Maintenance

- a. Exterior doors and external decoration project
The work might not start until September. No further update.
- b. Internal decoration
It was requested that the dull red pillars be matched to the colour of the stage curtains and heading. Terry will adjust the modular specification for the work to be given to contractors. This is attached. Jo offered the stage curtains to the trustees from CATS. The offer was accepted subject to approval being confirmed by the CATS AGM/Committee and subject to having evidence of the curtains being fire resistant, so that we do not invalidate our insurance.
- c. Main hall lights LED replacements
The quotation received from Farrant for only the main hall beam lights and the remaining small hall ceiling lights was debated and approved unanimously. *(Subsequently, Farrant has advised that they will do the work early September.)*

9. AOB

- a. Booking form amendments
Richard and Terry will meet to review the forms and Terms & Conditions. **Action: Richard and Terry**
- b. The newly installed emergency disabled toilet alarm was tested at this meeting and approved! It was agreed for Richard to buy a sign and have a key cut for emergency opening. **Action: Richard**
- c. Brass plaque wording for the late Mr & Mrs Chapman
It was thought that the number of words should be similar to the current plaque in the entrance hall. Terry had drafted some initial words to be considered (about 40 words). A current plaque has about 45 words. This was carried forward to the next meeting.
- d. The leaking roof has been examined by Clive but no obvious leak. This was carried forward for Susie and Clive to investigate.
- e. Cricket on Recreation Ground proposal
Pending CCPC approval for the ground use, the request was for a possible use of the hall for refreshments etc. This was agreed if the hall was available and the windows were protected.

10. Date, place and time of next meeting.

Monday 27th September 2021 in village hall at 7.30pm