

BRUSHFORD PARISH HALL CIO

Minutes of the Meeting of the Trustees
 Conducted by Zoom Video Conference on
 Thursday 28 May 2020 at 6.30pm

	Action
<p>Present:</p> <p>Malcolm Godfrey – Chairman Sarah Blackburn – Treasurer Barbara Wilson David Garth Simon Rous – Secretary – taking the minutes</p> <p>Absences: Toni Jones, Nick Friendship and Sally Greenwood</p>	
<p>1. Apologies: No formal apologies had been received.</p>	
<p>2. Quorum: The Chairman welcomed the Trustees and declared the meeting duly convened and quorate.</p>	
<p>3. Declaration of Interests: No interests were declared in any matter to be discussed.</p>	
<p>4. Minutes of the last Trustees Meeting: The Chairman invited comments on the minutes of the Trustees' Meeting held on 10 February 2019 and, as there were none, the Chairman was authorised to approve the minutes as a matter of formal record.</p>	
<p>5. Matters Arising (Trustees Action List): As time for the Zoom conference was limited to 40 minutes it was agreed to defer review of the Trustees Action List until a subsequent meeting.</p>	
<p>6. Chairman's Report on Decisions Between Meetings: The Chairman reported that there had been no decisions made since the last Trustees' Meeting.</p>	
<p>7. Treasurer's Report: SKB took the meeting through the Treasurer's Report circulated 25 May 2020. The meeting congratulated SKB for obtaining the grant of £10,000. It was noted that there were no restrictions attaching to the grant. For instance the grant was not conditional upon the Hall being reopened by any specified date. The meeting unanimously approved Transfer of £10,000 cash to deposit account and Transfer of £10,000 from unrestricted to designated contingency fund and £2500 to designated repairs fund. SKB confirmed that, with existing reserves plus the recent grant, the CIO had sufficient funds for the coming 24 months with the Hall mothballed as at present. The cashflow implications of any reopening of the Hall were not yet clear. SKB reported that she had applied to insurers for payment under the business interruption cover of the CIO's policy. Payment, if forthcoming, might be of the order of £4,500.</p>	
<p>8. Hall visits and hanging Baskets: MG confirmed he would be conducting the checklist at the Hall later that week. The Committee expressed its thanks to Joseph for having cut the grass. The email from the Parish Council about hanging baskets was considered. It was agreed that the logistics of keeping the baskets watered were problematic and therefore the Hall should forgo baskets this year. SRR agreed to contact the Clerk to the Parish Council to relay the Trustees' decision.</p>	

<p>9. Hall Re-Opening (impact of COVID-19): SKB had circulated Notes from a training session she had attended on 19th May 2020 led by the CCS as to the implications of COVID on the reopening of Village Halls. It was noted that there were many issues to be factored into any decision to re-open the Hall, including:</p> <ol style="list-style-type: none"> a. The need for a COVID risk assessment; b. The need for a water hygiene inspection; c. The possible need to eliminate urinals and install separate cubicles; d. A number of electrical fittings that need replacement and the need for a PAT testing; e. Revision of the The Terms and Conditions of Hire, including numbers of people allowed in the Hall and behaviours expected of them; f. The need to buy and install hand sanitiser units at all doorways (external and internal); g. The need to disable hand dryers and install paper towel dispensers; h. Working out the traffic flows and one-way systems; i. Installation of signage and 2 metre tape to direct users; j. Deep clean between users; k. Revised cleaning spec – door handles etc l. The need to develop different ways of working including; <ol style="list-style-type: none"> i. Hiring out to fewer, bigger and repeat user events that justify deep cleaning between use; ii. Online long-term booking; iii. Prepayment by users and payment by standing order; m. The need to create a Marketing Sub-committee to attract new users of the Hall matching the above criteria; <p>It was noted that:</p> <ul style="list-style-type: none"> ▪ while there was much to consider and discuss; ▪ no government guidance was likely before mid-June; ▪ July and August were normally quiet in any event; ▪ there was no need to rush a decision to re-open; ▪ the CIO has the cash to “sit it out”; ▪ However, delaying a reopening too long risked losing custom to other halls that open earlier. 	
<p>10. AOB: The Chairman said he would normally ask each Trustee in turn for any other issues to raise, but the 40 minutes allowed by Zoom Video conferencing had run out and he thanked Trustees for their attendance</p>	
<p>11. Dates for next Trustees Meeting: It was agreed that, despite the time limitations, meeting by Zoom was very convenient and the Trustees should continue to meet via Zoom for the time being. SKB pointed out that there was little point in meeting until further government guidelines had been issued and Trustees had the opportunity to review them. With that in mind the earliest likely date for the next meeting was during the third week of June. Pending publication of Government further guidelines, it was agreed to keep a date for the next meeting under review.</p>	SKB
<p>12. Meeting Closed: There being no other business the Meeting closed at 7.10pm.</p>	

I certify that these minutes are a true record of the Meeting of the Trustees of the Brushford Parish Hall CIO of Monday 28 May 2020

Malcolm Godfrey, Chairman Date
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