

**BRUSHFORD PARISH HALL CIO**

Minutes of the Meeting of the Trustees  
 Conducted by Zoom Video Conference on  
 Monday 15 June 2020 at 7.00 pm

	<b>Action</b>
<p><b>Present:</b></p> <p>Malcolm Godfrey – Chairman            Sarah Blackburn – Treasurer            David Garth            Sally Greenwood            Simon Rous – Secretary – taking the minutes</p> <p><b>Absences:</b> Barbara Wilson, Toni Jones and Nick Friendship</p>	
1. <b>Apologies:</b> Barbara Wilson had sent her apologies.	
2. <b>Quorum:</b> The Chairman welcomed the Trustees and declared the meeting duly convened and quorate.	
3. <b>Declaration of Interests:</b> No interests were declared in any of the matters on the Agenda to be discussed.	
4. <b>Minutes of the last Trustees Meeting:</b> The Chairman invited comments on the minutes of the Trustees' Meeting held on 28 May 2020 and, as there were none, the Chairman was authorised to approve the minutes as a matter of formal record.	MG/SRR
5. <b>Matters Arising (Trustees Action List):</b> There were no matters arising that were not on the current agenda and / or the Trustees' Action List appended to the Minutes.	
6. <b>Chairman's Report on Decisions Between Meetings:</b> The Chairman reported that there had been no decisions made since the last Trustees' Meeting.	
<p>7. <b>Trustees - retiring and potential for new.</b></p> <p>a. It was noted that Toni Jones had not attended a Trustees Meeting in many months and no communication had been received from her. It was pointed out that Toni had been seriously unwell and was not expected to fully recover. After discussion, it was resolved that Toni be stood down as a trustee. It was agreed there was no need to write to her which might cause distress and that SKB would simply inform the Charity Commission.</p> <p>b. It was agreed that Tony Keene would make an excellent addition to the Board of Trustees and that SKB would talk to him.</p> <p>c. It was agreed that Mr and Mrs Young (both ex-police officers) would make excellent additions to the Board of Trustees and that MG would speak to them.</p> <p>d. SRR reported his conversation with Nick Friendship who had said he would try and dial into the current meeting, but had clearly not been able to do so. MG said he would reinstate Nick on the circulation list.</p>	<p>SKB</p> <p>SKB</p> <p>MG</p> <p>MG</p>
8. <b>Strategy: re-opening and longer term sustainability (incl. alternative uses for the Hall)</b>	

<p>a. SKB reported that she had been in touch with other Village Hall groups, but it was still not clear from the Government what village halls are meant to do in the context of Covid 19.</p> <p>b. Nevertheless, from the list of measures SKB had circulated, it was clear there was a great deal to be done before the Hall could re-open and that 5<sup>th</sup> July would be a difficult target date.</p> <p>c. SKB's proposed consultation letter to hirers was reviewed.</p> <p>d. It was noted that there is generally little use made of the Hall in July and August.</p> <p>e. It was suggested that while it was difficult to open the Hall for customary user groups, it might be made to work for other users such as by the Ministry of Justice for Magistrates meetings.</p> <p>f. It was suggested that given the increased cleaning and having to work round the users rather than clean at set times, it might be no more expensive to have a caretaker (or facilities manager) rather than continuing with contract cleaners. This might provide the opportunity of a job creation scheme with extra training reducing the cost of the recruitment. SKB said she would look into it.</p> <p>g. There was a discussion about the decline in bookings over months leading up to the Covid Lockdown. It was felt such decline was <i>ad hoc</i>, that there was no overriding trend and Trustees should not be unduly concerned.</p> <p>h. After further discussion it was agreed that, unless hirers respond to the consultation letter in favour of early opening, Trustees should aim for a September re-opening date.</p> <p>i. It was agreed that meanwhile the CIO should invest in Covid sanitisers.</p> <p>j. SKB reported that she could probably secure a grant for conversion of the toilets and it was unanimously agreed that she should proceed with that.</p> <p>k. It was concluded that SKB's draft letter to hirers should be amended to make clear that the Hall would not re-open until September, explaining why.</p>	<p>SKB</p> <p>SKB</p>
<p><b>9. Co-op Grant application</b></p> <p>a. SKB reported on progress with the application to the Co-op for a grant to support IT training.</p> <p>b. She asked SRR to provide a suitable picture of an elderly person receiving computer training from a younger person.</p>	<p>SKB</p> <p>SRR</p>
<p><b>10. 10. Operational: actions needed to be ready for re-opening:</b> It was agreed this agenda item had already been addressed in the preceding agenda items.</p>	
<p><b>11. Trustees Action List:</b> There was a review of the Trustees' Action List. It was noted that the list was becoming out of date. It was agreed that each Trustee would go through the list and email SRR with an update of their sections indicating whether the action had been completed, overtaken by events or was still outstanding.</p>	<p>All</p>
<p><b>12. Customer Feed-back:</b> It was reported that there had been no Customer Feed-back.</p>	
<p><b>13. AOB:</b> The Chairman asked each Trustee in turn for any other business, but there was none.</p>	
<p><b>14. Dates for next Trustees Meeting:</b> It was agreed that SKB would let Trustees know when guidance from Government and/or response to the consultation with hirers indicated the need for the next Trustees meeting.</p>	<p>SKB</p>
<p><b>15. Thanks:</b> The Trustees expressed their thanks to Sally for the use of her Zoom account.</p>	

<b>16. Meeting Closed:</b> There being no other business the Meeting closed.	
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I certify that these minutes are a true record of the Meeting of the Trustees of the Brushford Parish Hall CIO of Monday 15 June 2020

**Malcolm Godfrey.** Chairman ..... Date  
..... 2020

**See Trustees' Action List Annexed**