

BRUSHFORD PARISH HALL CIO

Minutes of the Meeting of the Trustees
 Conducted by Zoom Video Conference on
 Thursday 23 July 2020 at 7.00 pm

	Action
<p>Present:</p> <p>Malcolm Godfrey – Chairman David Garth Sally Greenwood Barbara Wilson Simon Rous – Secretary – taking the minutes</p>	
1. Apologies: Nothing heard from Nick Friendship	
2. Quorum: The Chairman welcomed Trustees declaring the meeting duly convened and quorate.	
3. Declaration of Interests: No interests were declared in any of the matters on the Agenda.	
4. Minutes of the last Trustees Meeting: The Chairman invited comments on the minutes of the Trustees' Meeting held on 15 June 2020. As there were none the Chairman was authorised to approve the minutes as a matter of formal record.	MG/SRR
5. Matters Arising: There were no matters arising that were not on the current Agenda and / or the Trustees' Action List appended to the Minutes.	
6. Chairman's Report on Decisions Between Meetings: The Chairman reported that there had been no material decisions made since the last Trustees' Meeting.	
<p>7. SKB's Passing:</p> <p>a. It was reported that there had been a booking request for SKB's wake; b. After discussion it was agreed that as it was to be held in the car park, the wake to would be a low Covid risk and the booking could be confirmed.</p>	
<p>8. Strategy and Risk Assessment for re-opening in face of Covid</p> <p>a. MG reported that he had ordered a hand sanitizer; b. MG asked all Trustees to review ACRE risk assessment checklist; c. MG said he was happy to be in charge and carry out all precautions required by the checklist, but would welcome a second opinion from other Trustees; d. SG offered to meet up with MG and run through everything; e. After discussion Trustees were in favour of the Hall reopening on a limited basis subject in each case to: i. compliance both by the CIO and relevant users with prescribed precautions; ii. any reservations of the CIO's insurers. f. MG confirmed he was liaising with insurers over a planned reopening. g. DG wondered whether some users might be surprised since the earlier message had been that the CIO would not reopen till September. MG explained that it would only be a limited</p>	MG

<p>16. Treasurer function:</p> <p>a. SRR raised the issue of who would take over the CIO Treasury function;</p> <p>b. SG, being an accountant, said she was happy to assist e.g. with filing the Charity Accounts, but she could not take on the full book-keeping and Treasurer function that SKB had fulfilled.</p> <p>c. MG and SG agreed to talk and see how the functions could be apportioned.</p>	MG/SG
<p>17. Financials: MG reported on the cash position in that the CIO has</p> <p>a. just over £16K in its deposit account (which includes the £10K grant recently secured by SKB) and</p> <p>b. £3K in the current account.</p>	
<p>18. Memorial to mark SKB's contribution to the Hall.</p> <p>a. MG suggested publishing a piece in the next Newsletter which he would draft and circulate to Trustees for comment.</p> <p>b. The piece could also be published on the CIO Facebook page, the Exmoor News and other local media.</p> <p>c. MG said there were quite a few memorial plaques in the Hall and it might be in keeping to commission one dedicated to SKB. It was agreed that Joseph should be consulted.</p> <p>d. If any of the Trustees had other ideas they should email each other.</p>	MG MG All
<p>19. Review of Trustees' Action List (annexed to minutes)</p> <p>a. Trustees were to email SRR with comments, corrections and updates;</p> <p>b. MG reported that he had reviewed the Action List and would email SRR with an update.</p>	All MG
<p>20. Customer Feed-back: It was reported that there had been no Customer Feed-back.</p>	
<p>21. AOB:</p> <p>a. MG reported that he was working his way through boxes of SKB's CIO documents in the storeroom which confirmed his view that she had been a visionary.</p> <p>b. He asked who was willing to inherit SKB's keys. SG volunteered.</p> <p>c. DG volunteered to do weeding of flower beds at the front of Hall.</p> <p>d. MG as Chairman asked each Trustee in turn for any other business, but there was none.</p>	MG/SG DG
<p>22. Dates for next Trustees Meeting: It was agreed that MG would let Trustees know when the situation indicated the need for the next Trustees meeting.</p>	SKB
<p>23. Meeting Closed: There being no further business the Meeting closed.</p>	

I certify that these minutes are a true record of the Meeting of the Trustees of the Brushford Parish Hall CIO of Monday 23 July 2020

Malcolm Godfrey. Chairman Date
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See Trustees' Action List Annexed