

BRUSHFORD PARISH HALL CIO
Minutes of the Trustees Meeting held on
Monday 14th December 2020

01	<p>Present:</p> <p>Malcolm Godfrey (Chairman) Dave Davies Jackie Davies Paul Young Lyn Young Barbara Wilson Kate Hammond Richard Brentnall</p>	
02	<p>Old Trustees Meeting Minutes</p> <p>Malcom agreed to check that all the recent Trustee Meeting Minutes are held on the shared drive, and to transfer any that were missing.</p>	
03	<p>Sally Greenwood</p> <p>Malcolm confirmed that Sally had resigned as a Trustee for personal reasons. The one outstanding action against her was to produce the Final Accounts, which she has promised to do.</p>	
04	<p>Property and Safety Report</p> <p>The Trustees discussed each item of the report, recently prepared by Dave. The main issue that requires attention is the build-up on moss on the roof.</p> <p>Dave had acquired a quote from a hire company in Tiverton, which offered a 3-day hire of a suitable Cherry Picker for £287,50 + VAT, which included the appropriate insurance. It was felt that a combination of Trustees and other help from Villagers could manage to power spray the roof and clean out the gutters.</p> <p>The paving around the Hall could be Jet Washed at the same time.</p> <p>It was suggested that all the statutory notices related to the Hall could be relocated to the entrance Foyer.</p> <p>Toilets: The Report suggested that the Hall Toilets, although perfectly functional, are now looking dated, and could do with a facelift. Dave provided some cost estimates for replacement hardware in both the Ladies and Gents Toilets, which along with other materials (Tiles, Paint, new Doors etc.) may amount to £6000 as a rough estimate. It was suggested that the necessary labour could be done by a combination of existing Trustees and Local Villagers.</p> <p>There is no functional Alarm in the Disabled Toilet.</p>	

	No final decision was taken on any further expenditure at this moment, though it was agreed that the early part of 2021 would be a convenient time to carry out any remedial work, as the Hall is currently only lightly used.	
05	<p>Streamcombe Cookery</p> <p>Malcolm confirmed that a cookery course had recently been held, with a further 8 booked for 2021. This is an important stream of revenue at a time when there is little else happening.</p>	
06	<p>Fitness Classes</p> <p>Malcolm confirmed that Linda London had provisionally booked her regular Keep Fit classes for the early part of 2021, but there was doubt as to whether they were allowed to take place with the current Covid restrictions. It may well be that there will be insufficient numbers anyway to make the classes viable.</p> <p>It was stated that basically the Hall is still open for business, assuming current Covid restrictions allow.</p>	
07	<p>2021 Events</p> <p>It was agreed that we all give some thought to what possible events could be put on for Next Year. Please email Richard with any suggestions, and he will collate a list of responses from everyone and present it at the January Trustees Meeting.</p>	
08	<p>Survey of Local Residents / Marketing</p> <p>There was much discussion regarding how best to involve the local community in Parish Hall events. Apart from advertising in the Village Newsletter, the Exmoor News, and local posters, there was a suggestion that we canvas opinion either via a maildrop, or door-to-door, or possibly a combination of both. No decision on how we achieve this was taken, but if we can agree on a list of potential events for 2021 these can be presented to a wider community to gauge their likely support.</p>	
09	<p>Trustees Communication</p> <p>It was agreed that the 'brushfordparishhall.org.uk' email address should be used for all official Trustee communications.</p>	
10	<p>Finances</p> <p>The current Hall Financial Reserves total about £16000. This had recently been boosted by a Government Grant of £10000, relating to missing income during the Covid-19 Lockdown.</p> <p>Malcolm was pursuing a further similar grant for £1300.</p> <p>Most of the recent donations had been earmarked for 'Men get Cooking' classes.</p> <p>There was currently no planned income for 2021 apart from the Streamcombe Cookery Classes, therefore it was likely that the reserves would be required to pay for all the regular bills until more bookings appeared for 2021.</p>	

11	<p>Accounting Systems</p> <p>The use of specialist Accounting Software to manage the Hall finances was discussed, as opposed to the current method of using Excel Spreadsheets. No decision was taken and the subject will be revisited once the Hall finances allow.</p>	
12	<p>Future Meetings</p> <p>It was agreed that future meetings should be held monthly on the 3rd Thursday of each month, starting at 18:30 in the Parish Hall.</p>	
13	<p>Queens Jubilee</p> <p>Barbara mentioned that there should be an event in the Hall for the Queen's Platinum Jubilee, which falls in June 2022.</p> <p>It was also suggested that the Village BT Phone Box, recently purchased by the Parish Council, could be relocated on the Parish Hall site. To be discussed further at the next meeting.</p>	
	There being no other business the meeting was closed	
<p>DATE OF NEXT MEETING</p> <p>Thursday 21st January 2021 at 18:30 (Parish Hall)</p>		

I certify that this is a true record of the minutes of the Brushford Parish Hall Trustees meeting of 14th December 2020

Richard Brentnall (Secretary)