

DAVID SMITH MEMORIAL HALL & RECREATION GROUND
Minutes of the Management Committee meeting held on
Monday 13th July at 12 noon.

VH20/40	<p>Those present and apologies for absence</p> <p>Chairman: Trevor Jones</p> <p>Members Cllrs Faulds, Hubble, Mercer, Barnes.</p> <p>In opening the meeting, the Chairman expressed his concern that the Charity had lost its executive power to the parish council when it decided to enforce its powers as sole trustees.</p> <p>This has led to decisions being made that are not in the best interests of the Village Hall and he would prefer not to chair the meeting. He is uncomfortable in chairing a committee that lacks the power to challenge.</p> <p>In a broader sense, he considers that his time has come and does not wish to continue on the committee. He will stay on the committee pro-tem and continue as a signatory and caretaker chairman until a replacement is appointed.</p> <p>Chairman Cllr Barnes thanked him very much for the amount of work, time and energy he has contributed to the Village Hall over the years.</p>
VH20/41	<p>Declarations of interests</p> <p>There were no declarations of interest.</p>
VH20/42	<p>Minutes of previous meeting</p> <p>Held online 8th June – to follow.</p>
VH20/43	<p>To consider requirements for re-opening the Village Hall to hirers and making the building “Covid Secure”</p> <p>Some hirers have returned; Essex dementia, 11-plus tuition, Karate and Advance wealth have returned having completed their own risk assessments</p>
a.	<p>To consider and approve Village Hall Risk Assessment</p> <p>The Committee thanked Steff Smith for the excellent risk assessment and comprehensive programme of measures for making the building covid secure. The documentation was approved for immediate use.</p>
b.	<p>To consider and approve Special Conditions of Hire</p> <p>The Conditions were noted and approved.</p>
c.	<p>To consider and approve Caretaker’s cleaning schedule and actions to ensure satisfactory completion of this.</p> <p>It was agreed that supervision will be difficult; the cleaning schedule must be enforced and evidence should be presented to confirm that the work has been done. Recommend that daily check schedules are placed in toilets, hall, kitchen and office.</p>

VH20/44	<p>To consider any new requirements for recruitment of caretaker/cleaner/litter picker,</p> <p>The Committee will need to revise the spec in the light of new requirements. This can be done when there is more experience on the cleaning requirements under the new rules.</p>
VH20/45	<p>Financial Matters</p> <p>It was noted that the bank balance is depleting rapidly. Some income is expected in the coming month.</p>
VH20/46	<p>Village Hall maintenance</p> <p>Having been redecorated during lockdown and with plenty of time for the Caretaker to do his best, the building is as clean as it can be.</p> <p>The Committee noted that Turners had been appointed to do the car park resurfacing. Work to Commence August 10th</p>
VH20/47	<p>To receive Health & Safety Reports and Fire Risk Assessment</p> <p>Fire alarm service carried out 13th July.</p>
VH20/48	<p>Items for next agenda</p> <p>Thanks to Sue for the work put into the funday, but unfortunately, is the sensible decision given the uncertainty.</p>