

**Halberton Village Hall Management Committee**  
**Minutes of the meeting held in the Jubilee Room 15<sup>th</sup> September 2020 at 7.30pm**

**Present**

B.Corden, C.Graham, T.Payne, R.Stevens, K.Browse, D.Affleck and J.Anderson.  
*(Mr T.Payne was nominated to represent the Mid Devon Singers. Mr Payne was welcomed onto the committee by the Chairman).*

**1. Apologies:**

J.Canning and J.Austin.

**2. Public Forum:**

No issues raised.

**3. Minutes of last meeting:**

The minutes were read by members and all accepted these as a true record of proceedings and the minutes were duly signed by the Chairman.

**4. Matters Arising:**

The Bee hive is now functioning. A small hut / shed is needed to house tools etc. It was proposed by B.Corden and seconded by C.Graham that we allow the association to do this.

*Unanimous*

The COVID19 infra-red dispensers are now fitted alongside entrance doors. They are all working well. Wipes and hand gels in every room. The COVID19 emergency room (*Jan Johnstone / library room*) is fully equipped and is “up and running”.

The extra parking bay, outside of the Jubilee room entrance, has been prepared in readiness for a low wall and secure banking.

The kitchen has been re-painted with additional tiling finished.

**5. Correspondence:**

No correspondence.

**6. Treasurers Report:**

The bank balances were as follows:

Santander	£36,629.83
HSBC Affirmative Account	£11,427.45
<b>Total</b>	<b>£48,057.28</b>

*NB This includes the £10,000 government grant.*

*All bills paid to date.*

**7. Halberton Village Hall Website:**

This will be re-opened with a statement that our hall is COVID19 secure and anyone wanting to hire the hall will need to contact the Booking Secretary to be updated with the COVID19 procedures, rules and guidance relating to their activity.

**Chairman**

**All Trustees**

**Chairman**

**Booking Secretary  
Secretary**

Mr K.Browse  
All Trustees

**8. Fundraising:**

The possibility of an apple pressing day was discussed. Trustee, Mr K.Browse, will make enquiries about booking the equipment and email Trustees when he knows more.

Treasurer

**9. On-going Development Project:**

Treasurer will contact Mr G.Jepps regarding some stone walling work.

K.Browse

K.Browse will speak to J.Browse about us acquiring a strip of his land for over flow car parking.

It was decided that we not hire a skip at this stage.

**10. Re-opening of the Village Hall:**

*This is the main item on the agenda for this meeting.*

The Secretary updated the committee with the latest government advice and guidance and how this affects our village hall.

- Q **How is our Hall described?**  
A *A multi-purpose community facility.*
- Q **What precisely do we have to do to re-open?**  
A *We need to provide a COVID19 secure facility.*
- Q **What do hirers of the village hall have to do?**  
A *Adhere to government guidance especially in terms of social distancing and track and trace requirements.*
- Q **What does rule of 6 mean for us?**  
A *See below..*

*The question of the rule was 6 was extensively discussed.*

**The conclusions were:**

- We are COVID19 secure and we have done all we can to ensure this.
- In terms of the hirers of our facilities they have responsibilities also and all have signed our risk assessment indicating that they understand this.
- The committee agreed that we will undertake addition cleaning roles, where possible, but know that we will not be policing events to ensure that they are COVID19 compliant as it is not our responsibility to do so.

The Secretary has been in telephone and email contact with Mr Martin Rich, Devon Communities Together, who has been advising us during this time and the following email was sent on our behalf:

Robert Stevens  
Mon 14/09/2020 15:11  
To:  
• Martin Rich  
Copy:  
• Barrie Corden

Hi Martin  
I am emailing you (copy to our chairman) to thank you for your advice and guidance in helping us, the Trustees, to provide a COVID19 secure hall for those who wish to use it.

**All Trustees**

COVID19 guidance can be confusing especially when trying to relate it to a community facility like ours. Your help in doing this has been very much appreciated and has given us the confidence to not only to re-open but to re-open in a COVID19 secure way .

Please would you keep me informed if you hear anything new or updated relating to COVID19 and village halls.

Thank you once again.

Robert Stevens  
Secretary of Halberton Village Hall  
On behalf of all Trustees of Halberton Village Hall

**Finally the question of the History Group rent was discussed:**

After a wide ranging discussion it was proposed by K.Browse and seconded by T.Payne that we do not expect any rent from the Halberton History group until they wish to return or after a review of the situation in three months.

*In favour 4*

*Against 1*

*Abstention 1*

(Nb The History group representative did not vote.)

**The proposal was accepted.**

**Treasurer  
History Group Rep**

**11. A.O.B:**

**Chairman**

A member of the public, via a Trustee, has asked the committee to look the possibility of blocked drains from the village hall property possibly contributing to flooding at a nearby property.

**Parish Council Rep**

The parish council are looking at problems with the defibrillator

Meeting closed: 8.50pm  
DONM: 20<sup>th</sup> October 2020

# **Meeting of the Halberton Village Hall Committee**

To be held on 20<sup>th</sup> October 2020

**7.30pm in the Jubilee Room**

## **AGENDA**

- 1 Apologies**
- 2 Public Forum**
- 3 Minutes of Last Meeting**
- 4 Matters Arising**
- 5 Correspondence**
- 6 Treasurers Report**
- 7 Halberton Village Hall website**
- 8 Fundraising**
- 9 On-going Development Project**
- 10 Re-Opening of the Village Hall (*How is it going*)**
- 11 A.O.B**

*Date of next meeting 17<sup>th</sup> November 2020*

### **Important Additional Meeting Points:**

- Approve, or not, the minutes of the last COVID19 sub-committee.
- QR Codes.
- During this pandemic should we be taking bookings for an activity that will result in people visiting the hall coming from a wide area?
- Apple pressing day feedback. Apple juice selling publicised on Nextdoor Halberton and our website and facebook pages.
- Special conditions of hire document emailed to regular hall hirers.

**Hi**

**Thank you for using Halberton Village Hall. We hope that you feel it to be a COVID19 secure facility**

**You have already read, signed and returned the front sheet of our risk assessment thank you.**

**In addition I have attached, for your information, the latest government guidance in relation to community facilities such as ours. Please note SC9 which requires hirers to record, for track and trace reasons, the names and contact details of all persons who attend your activity. Please note also that these details must be kept by you for 21 days.**

**Thank you once again.**

**Robert Stevens  
Secretary Halberton Village Hall  
On behalf of all Trustees of Halberton Village Hall**

- Purchase of black ink cartridge for our ECOTANK printer.
- Application for a £1,000 grant for disabled parking facilities outside of the Jubilee Room
- Should future HVH meetings be
  1. Face to face.
  2. Totally online.
  3. A mixture of face to face and online.