

# **SOUTH HEIGHTON VILLAGE HALL MANAGEMENT COMMITTEE**

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## **Minutes of meeting held on 17 August 2020 at 7.30pm in the Village Hall**

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**February/March/April/May/June/July meetings not held**

**THIS MEETING WAS HELD WITH SOCIAL DISTANCING BETWEEN MEMBERS APPLIED AS PER GOVERNMENT ADVICE**

### **AGENDA ITEM: COVID-19 UPDATE:**

- **19/3/20: Village Hall was shut down with immediate effect for the foreseeable future. Full refunds made to pre-paid bookings**
- **Postponement of Annual General Meeting due 11/5/20 until May 2021 – committee members/officers have agreed to continue in their roles until the 2021 AGM**
- **Measures taken to ensure cleaning, maintenance and security whilst the Hall is closed. Stagnant water advice – regularly run taps for 3 minutes and flush loos**
- **Village hall opening procedures following COVID-19 advice: risk assessment received (incl. limited numbers in the hall (max 18), enhanced cleaning routines/ face coverings/track and trace/revised booking form/PPE and hand sanitisers/no noise)**
- **Reopening date to be decided. On reopening, kitchen to remain closed, toilets open**

Present: Sue Crosthwaite (Co-opted Committee member), Clare Dickins (Treasurer), Jerry Drury (Co-opted Committee member), John Johnson (Committee member), Geoff Knight (Committee member), Carly Norris (Co-opted Committee member), Tessa Pickstock (Chair), Roger Scarles (Committee member), Sophy Thorpe (Secretary)

Apologies for absence: None received.

Minutes: The minutes of the previous meeting were agreed to be a true record.

Matters arising:

- Jumble sale Saturday 8 February 2020 raised c. £400.
- Table sale afternoon of Saturday 16 May 2020 was cancelled.
- Concrete base at the top of the village hall slope was repaired in July 2020.

#### **South Heighton Bonfire Society**

- Notes from the bonfire meetings held on 10 February/9 March were agreed by village hall chair. These will be sent out to the bonfire membership.
- Fund raising race night 15 February raised £400 (split with Borough Bonfire Society)
- Bonfire Night 7 November is cancelled. Membership will still open to raise funds although bonfire societies have cancelled their events for 2020.
- Although fund raising through fetes etc has stalled, members still came up with other ideas which has helped with finance (see Accounts listed over).

### **South Heighton Parish Council**

- Firesite: reurfing completed.
- A bolt was lost during the removal and return of the fencing on bonfire night 2019, this needs to be replaced.

#### Secretary's report:

- 19/6/20: Dog training classes cancelled permanently
- 6/8/20: Trustees' Annual Return and Accounts for 2019-20 have been submitted to the Charity Commission (income £24466, expenditure £21149)

#### Treasurer's report:

- £5k grant received from Sussex Crisis Fund at Sussex Community Foundation (July 2020). Thanks will be sent to Tricia Gostock who assisted with the successful application.
- See over.

#### Any other business:

- Next bingo: All bingo dates are cancelled until further notice due to COVID-19.
- Existing Village Hall fire risk assessment to be reviewed, amended and completed by professionals.
- Next year's Bonfire Society risk assessment to be reviewed, amended and completed by professionals.

#### Date of next meeting:

- Monday 21 September, 7.30pm at the village hall.

<b><u>INCOME</u></b>		
Hire of hall	£ 121.00	
Bonfire quiz proceeds	£ 31.00	
Bonfire Ebay proceeds	£ 124.77	
Bonfire gnome raffle	£ 152.00	
Bonfire sale of face masks	£ 96.00	
Grant from Sussex Community Foundation	£5,000.00	
Refund from EDF	£ 141.37	
Sale of excess stock	£ 20.00	
<b>Total Income</b>		<b>£ 5,686.14</b>
<b><u>EXPENDITURE</u></b>		
British Gas	£ 585.00	
Refund of cancelled hall hire	£ 395.00	
Water	£ 51.24	
Lawn mowing	£ 100.00	
PRS Licence	£ 251.16	
Pyrotech fire check	£ 167.00	
Repairs to slope	£ 792.00	
New part for sink	£ 7.68	
Electric	£ 295.00	
<b>Total Expenditure</b>		<b>£ 2,644.08</b>
<b>Balance</b>		<b>£ 3,042.06</b>
<b>Current Account balance as at</b>	<b>17/08/2020</b>	<b>£10,460.25</b>
<b>Deposit Account balance as at</b>	<b>17/08/2020</b>	<b>£ 2,050.84</b>
		<b>£12,511.09</b>