
Dadlington Village Hall Management Committee

Minutes of Committee Meeting. September 25th 2020

This meeting was called during the Coronavirus pandemic.

It was held in the village hall following strict social distancing guidelines with approval from HBBC

Present

Michael Dix, Phil Kitely (chair), Sam Johnson, Glenis Kitely, Rachel Rees-Jones (secretary), Simon Rees-Jones, Diane Rowbotham (treasurer), John Whitehead.

1. Apologies

Ben Sockett, and Julia Jarvis. Resignation has been received from Kate Walker.

2. Election of Chairperson

Phil Kitely was proposed by Simon and seconded by Michael. Phil agreed to continue as Chairperson until May 2021 but does not wish to carry on any longer than that in the role.

3. Election of Vice Chairperson

Michael was proposed by Rachel and seconded by Simon. Michael accepted.

4. Election of Secretary

Rachel was proposed by Glenis and seconded by John. Rachel accepted.

5. Election of Treasurer

Diane was proposed by Simon and seconded by Glenis. Diane accepted.

6. Co-option of any further Committee Members

Ben was proposed by Michael and seconded by Sam.

Simon was proposed by Glenis and seconded by Sam. Simon accepted.

Julia Jarvis was co-opted on the committee; proposed by Rachel and seconded by John.

7. Declaration by Committee

The Declaration was signed by all members of the Committee present at the meeting. To be signed by Ben and Julia.

ACTION RACHEL

8. Minutes of meeting held on June 4th 2020

Accepted as a true and correct record with no amendments.

9. Issues arising from the Minutes

DVH has not yet joined the RCC as currently all Covid documentation is free. To be reviewed at a later date.

10. Correspondence – Rachel

None

11. Financial report – Diane

Current account - £15723.36. Defib account - £221.68

12. Bookings – Sam

No bookings since March 2020 due to Coronavirus pandemic.

1 enquiry for a sports group.

Art Group and Moo Music have enquired as to when the hall is opening. To be discussed in Item 14.

13. The Lottery – John

59 tickets – 45 sold and 14 spares.

2 holders have asked for payment to be deferred

2 outstanding payments

Recent winners are:

Sally Ann Faulks, Chelsea Faulks, Jayne Holmes, Diane Rowbotham, Jenny Hirons.

John suggested circulating a flyer informing the villagers that there is currently no income for the hall and so asking if anyone wishes to join the lottery. All agreed and offers of help distributing were made.

ACTION JOHN

14. To consider the possibility of re-opening the Village Hall

Opening the Hall Risk Assessment and *Hirers' Risk Assessment* have been prepared by John and Simon and shared with the committee prior to the meeting.

Following discussion, it was unanimously agreed to open the hall to invited groups only. These include Moo Music and the Art Club. Enquiries to be dealt with as they arise, with community needs being at the heart.

- The kitchen and store cupboard are to be closed for all.
- 3 sanitisers have been installed (1 outside and 2 inside the hall).
- Covid Track and Trace QR code posters have been put up for all to use.
- Entrance via the side door only. Exit via the main double door.
- 2m distance markers to be put on the path leading to the side door. **ACTION SIMON**
- All hirers to have responsibility for cleaning the hall prior to and after any session they lead.
- Start date - September 28th 2020.
- Posters to be printed by Kate Walker and installed:
 - *KEEP THIS HALL SECURE*
 - *KITCHEN NOT IN USE*
 - *STORE CUPBOARD NOT IN USE*

ACTION RACHEL

- No change to the hire charge
- Cleaning – increased to 1 ½ hours weekly. Extra cleaning requirements identified by Glenis and will be actioned. **ACTION GLENIS**
- All hirers to sign the Hirers Risk Assessment and be given a copy of the Special Conditions.
- Glenis to contact the hirers. **ACTION GLENIS**

15. Any other business – please identify at the start of the meeting

Phil to contact Shadewell Blinds to erect the blind over the main double door.

16. Date of next meeting

Thursday November 12th at 7pm

17. Agenda items for next meeting

None identified.

Meeting closed at 8.55pm