



Standish Village Hall Management Committee

Minutes of Meeting held at Standish Village Hall On Tuesday 22nd June 2021

1. Present:

Nigel Mattfield (Chair); Pam Simonett; Ian Richens; John Simonett; Rich Flaxman: Alison Widgery

Apologies: Terry Hefferman

NM announced that Keren Mattfield has stepped down from the post of Secretary. He offered to combine the role of Secretary with his role of Chairman which was agreed unanimously by the committee. JS was delegated to take minutes of committee meetings.

A vote of thanks for the tremendous work by Keren was proposed, especially for her persistence and patience dealing with the protracted negotiations with the Diocese and Charity Commission over the lease for the ground floor offices.

2. Minutes of previous meeting on 20th February 2020:

Matters arising:

- IR reported successful installation of the secondary glazing
- IR reported the Fire Officer had approved monthly testing of the smoke alarms – IR will accordingly carry out monthly testing along with the emergency lighting and will sign test records.
- Defibrillator now installed – training to be arranged with ERFA when Covid restrictions permit.
- Installation of a vehicle electrical charging point at the VH was discussed and it was agreed that it would be too expensive at the present time.
- Bees had not returned.
- There being no other matters not covered on the agenda the minutes were approved and signed by NM.

3. A.G.M. Reports and responsibilities

- As the A.G.M. was cancelled due to Covid, reports from officeholders had been posted on the website. These were approved unanimously by the committee.
- Responsibilities going forward: in the absence of elections the following agreed to continue in their roles:
NM - Chair/Secretary
PS - Lettings Secretary
RF – Treasurer
IR – Maintenance/Fabric Officer
JS – Social
AW – PC Representative
TH – Estate and environs management

(Note: NM has since pointed out we should have a PCC representative. Maybe we can ask them to nominate one of their committee after their meeting on July 19th).

4. Treasurer's Report

RF reported a healthy financial position despite the effects of the Covid lockdowns. This was due to low maintenance/cleaning outgoings balanced with continuing income from rent and hire fees from permitted training use of the Hall, and a grant for the water supply changeover.

- ERFA had been offered a 3 month rental holiday. Lucy Wilding graciously declined the offer.
- Amazon Smile disbursement income as per NM's arrangements was £7.14
- Urbaser grant for the water supply changeover was £4,800 (Actual cost £4,819)
- Ongoing water supply to be billed via Everflow @ c £120 p.a. (dependent on usage)
- Insurance renewal was imminent and would be placed via WRS brokers with Victor Insurance (£1,510.49).
- Total balance of Current and Reserve accounts as at 22.06.21 was £23,821

5. Covid Procedures

NM complimented the Bookings Team on preparing Risk Assessments and other Covid related documentation during the lockdowns.

6. Maintenance Report

- The door to the outhouse shed had been replaced, a new grill installed and ivy cut back. A centre roof gully remains blocked with ivy. Keys to the shed door are with IR and Richard Thomas (ERFA).
- Water installation had gone successfully.
- A new flagpole as per quotes obtained by JS was unanimously approved. **ACTION: JS**

7. Lettings Secretary's Report

- No social lettings had occurred since lockdown in March 2020.
- Permitted training under Covid protocols continued by ERFA, HfT and Utopia Children's Services.
- The next social letting is a 21st birthday celebration on August 7th.

8. Parish Council report

AW had circulated a summary of PC activities, and reported on:

- The proposed "Sherborne Trail" multi user path
- Symmetry Park plans and objections
- Biodiversity areas: these were supported by the committee although JS requested roadside grass be cut down to the north of the Malthouse which was proving to be a traffic hazard. **ACTION: AW**

9. Housekeeping and Cleaning

- ERFA reported UCS had left food leftovers and had not cleaned properly. JS to contact them **ACTION: JS**
- Claire Parry continues to clean on demand according to bookings.

10. Water supply for the Church

This had not been cut off as suggested by a local resident. IR reported that Stephen Harrison had turned it off. Now reinstated so the Church still has Standish water from an outside tap.

11. Broadband

We need to investigate options for the Hall to have WIFI. (Since the meeting NM has instigated enquiries via Michael Jenkins of the PC who is contacting ERFA to discuss possibilities) **ACTION: in hand**

12. Policy Documents

- NM had circulated Child Protection and Complaints Policies. These were to be uploaded to the website and to be reviewed in June 2022. AW agreed to be the named person. **ACTION: NM/AW**

13. Website/Facebook/Publicity

- NM requested access to the online diary. JS to supply login details. **ACTION: JS**
- Facebook: The private Group page "Standish Gloucestershire Community Discussion group" originally set up by KM gets occasional use. It currently only has 26 members.

14. Future events

There are no events planned.

15. AOB

- IR/NM queried when an electrical inspection was due (not PAT testing). No-one knew. NM agreed to investigate. **ACTION: NM**
- JS said he would put surplus stationery items left over from the Stroud and District Village Halls Group on the top landing for visitors to help themselves for a donation to the collection tin. RF agreed to replace the tin which was full. **ACTION: RF/JS**
- Asbestos survey: JS agreed to look for archive documents relating to a previous survey. **ACTION: done** (the documents from 2010 are now on the website – confirming no asbestos found)
- As the committee was now down to 7 out of 9 possible members, all need to ask around for two new members. (Possibility of a PCC member joining to be investigated) **ACTION: ALL**

16. Date of next meeting

Wednesday 1st September 2021 at 7 p.m. (date of AGM to be decided at this meeting)