

Stanton Lacy Village Hall

Committee Meeting on 7th July 2020 at 6pm

1.Attendance: Mervyn Jones (MJ) Jo Mclachlan (JM) Graham Spiers (GS) Phyllis Steventon (PS) Emma Gatehouse (EG) Steve Middleton (SM) Dot Williams (DW) Phil Keene (PK)

2.Apologies: Barry Wilson

3.Minutes of the last Meeting (9th March 2020):
Approved.

4. Actions from the last meeting: none appropriate/undertaken (Covid 19 lockdown)

5. Update on handover from Robin Gatehouse following his retirement as Chairman of the Committee on 30th June 2020:

M J has collected the cash box and paperwork. The debit card details have to be changed from Robin as cardholder. The keys are retained by Secretary.

6. Grants have come through - 2 of £500 each for the kitchen fittings. It is hoped to purchase an electric oven with gas hob and additional white goods. £10,000 has been paid by the government for disruption of community centres arising from Covid 19 lockdown and credited to village hall's bank account.

7. Opening up the hall before the AGM:

Inform insurers when opening.

GS to do Covid 19 risk assessment and he agreed to obtain appropriate notices to reflect the precautions required by hall users.

EG will supply sanitisers and wipes.

Provision of Personal Protection Equipment for Elaine Lloyd, if and as required.

No big events are planned until the end of August.

It was decided not to allow the use of hall facilities for the provision of food and drink and the bar will not be opened for the time being.

Booking form: GS will update to reflect Covid 19 conditions.

Fire Assembly point to be signed. The accessible toilet room was designated as a sick room for the time being.

Agreement to meet Elaine Lloyd as soon as possible to discuss cleaning requirements.

8. Next meeting: 3rd August 2020 at 7pm