

Enstone Parish Hall Management Committee

Minutes.

Date: Tuesday 25th Aug 2020

Place: Litchfield Room @ 7:00PM

Present: Karen Williams, Rachel Hunt, Susan Parris, Freda Seath, Martin Juckes, Andy Lee, Amanda Robinson, Sharon Hutchinson, Ronal Bridger

Item	Action
1. Apologies: Paul Johnson	
2. Minutes of last Meeting Agreed and signed previous minutes as a correct record.	
3. Matters Arising Finance. AL welcomed Amanda to the committee and thanked her for her hard work to date. The finances were discussed and all agreed that costs need to be minimised and income maximised in order to keep the Hall on a sound financial footing. The recent Electricity Bill was discussed and AR agreed to make contact with the Electric Company re meter readings and actual costs. Bookings. Karen highlighted a number of new bookings including Baby College and a Fitness Class, it was agreed that a wider promulgation of all hall activities would be beneficial so RH agreed to write a short update for the Ensign and the new website would also include details (discussed later in AOB). Karen briefed that the Stage School were not keen to clean the hall floor after their time slot, all agreed that the onus is on the individual users to ensure suitable COVID protocols are followed. Karen agreed to reiterate our position on this. Andy asked for a comparison on hall usage before and after COVID, Karen agreed to provide this.	AR RH KW KW

<p>4. AOB.</p> <p><u>Maintenance.</u> Ron gave a comprehensive update on maintenance activity during lockdown, there are some outstanding issues with door hinge guards, but these will be resolved in the next few days.</p> <p><u>Car Park Drainage.</u> The recent bad weather has seen the recurrence of the car park flooding issue, Ron agreed to contact “Happy Drains” to obtain a quote for the widening of the connection pipe between drain and soakaway.</p> <p><u>HMRC Charity Representative.</u> Amanda briefed that Bridget Zan was the nominated rep for the hall and that this needed to be assumed by a current trustee, Andy agreed to take over this role.</p> <p><u>Independent Accounts Scrutiny.</u> Amanda briefed that we would need to find a new accounts assessor as Kim McAdam has now left the village. Freda agreed to ask the Markham Family for a potential assessor.</p> <p><u>AGM.</u> Andy suggested that an AGM needs to be held this year, Martin agreed to look into the requirement and whether a deferment would be acceptable.</p> <p><u>Parish Website.</u> Rachel gave a brief outline of how the Hall website was merging with the Parish Website. The new, more accessible website will go live in Sept and it was agreed that all the new and existing activities/bookings be promulgated on this site.</p> <p><u>Future Events.</u> Much discussion re future events such as film nights and Christmas shows, but the current COVID limiting factor of 30 people at a gathering would leave all such events running at a financial loss.</p> <p>Some dates were agreed for events looking forward; Film Nights 3rd Oct and 7th Nov – Martin agreed to look into the regulations for internal gatherings (non-wedding related) and also agreed to check out the possibility of obtaining film licences for older films at a reduced cost (cost of a new film is £480).</p> <p><u>Craft Fair.</u> This is still currently planned for 25th Oct and Susan suggested that there were 11 confirmed bookings so far. Andy requested that Susan make contact with one of the traders to ask how any previous fairs had taken place under COVID regs.</p> <p><u>Christmas Carol Evening 19th Dec.</u> It was felt that we would like to go ahead with this in a similar format to last year, financial issues re COVID and max allowed numbers notwithstanding. Martin agreed to discuss with Eleanor Jukes re availability of Choristers & Musicians.</p>	<p>RB</p> <p>AR, AL</p> <p>FS</p> <p>MJ</p> <p>KW, RH</p> <p>MJ</p> <p>SP</p> <p>MJ</p>
<p>11. Date of Next Meeting</p> <p>Monday 28th Sep 2020 at 7.00pm.</p>	<p>ALL</p>