



Minutes of Trustees Meeting of the Cherhill Village Hall CIO held at 7.30pm on Thursday 8th October 2020

Present: Simon Tomlinson (Chair), Alan Moore, John Cavanagh, David Grafton, Nathan Bliss, David Cracknell, Bob Deacon, Keri Lynch, Adrian Wright, Nick White

Welcome and Apologies

Apologies were received from Maggie Moore, Sharon Simmons and Jo Taylor.

Minutes of last Trustee meeting

Minutes of the last meeting held on 18 February were accepted. Matters arising covered in Agenda.

Treasurer's report

Current cash at bank (Lloyds account) is £34166. Since last meeting cash receipts totalled £14k of which £10k was grant from Retail Hospitality and Leisure Scheme (CoVid). Cash spend was £7k including £3700 for Hall interior decoration. The Treasurer had produced cash forecast for y/e 2020 of £33k cash at bank; this excludes any additional maintenance expenditure expected this year. For y/e 2021 three scenarios were postulated: Worst case (no hirers) leading to reduction in cash balance of £4.5k, Best case (return to normal trading) leading to increase of £1.3k cash; Central Case leading to insignificant change in cash at bank.

The New Village Hall account (CAF) stood at £8431 following payment to consultant.

Hall bookings

The Hall was now CoVid secure and available for bookings. Current users are Yoga, pop-up restaurant (7th November) and Theatre Group. Simon to draft marketing piece for Villagers and website to be reviewed.

Action: Simon Tomlinson

There had been no alcohol licence applications and the only fault report had been remedied.

Health and Safety

Advice on CoVid regulations was taken from ACRE. Simon edited this advice to relate to our situation and issued simplified guidance to all regular users and others who each needed to complete their own risk assessment. The risk assessment for the CIO had been completed and all known Government regulations were being complied with, although these were subject to frequent revision. The Hall was believed to be CoVid Secure.

It is proposed to re-initiate regular Hall inspections. David is to replenish check sheets.

Action: David Cracknell

Alan volunteered to make and install a treated wooden ramp for the fire exit door.

Action: Alan Moore

David Grafton agreed to contact Steve Cuthbert about PAT testing electrical equipment

Hall maintenance

Interior decoration of the Hall had been completed during lockdown.

The retaining wall in the carpark is in disrepair. A contractor has been engaged to screen the wall with treated wooden strips. Timber has already been purchased (£336) and installation in November has been quoted at £476 +VAT.

The hall chairs have become unpleasant and replacement has been discussed previously. In view of CoVid experience it had been agreed that vinyl, rather than fabric, upholstery is advisable. Simon, with some difficulty, had sourced some suitable chairs from a UK manufacturer; a sample was present. An approximate cost is £2.5k for 40 chairs. A request was made on behalf of the Oldbury Club for 10 chairs with two arms. A total of about 100 chairs is ultimately needed. It was agreed that Simon should get quotes for 40 standard chairs plus 10 with two arms. Chrome frame and dark blue upholstery. He has already applied to the Area Board for a £2.5k grant; outcome as yet unknown. It is anticipated that a further 50 folding chairs will be procured once the funding situation is known. Simon to circulate Trustees with firm quotes for the first 50 chairs prior to final approval. There was some concern about the relatively low back of the sample chair, but it was recognised that this is now the standard height.

Action: Simon Tomlinson

Keri undertook to investigate charities who may wish to use the obsolete hall chairs.

Action: Keri Lynch

Alan agreed to procure and install a paper towel dispenser for the disabled toilet

Action: Alan Moore

New Village Hall

Fund raising continues to be on hold, all major grant providers being focussed on CoVid related causes.

The owners of the land for the new village hall and its carpark are understood to be selling the surrounding farm. They have undertaken to retain the land for our project and fence it off. Simon and Alan will pursue further discussions to secure rights to the property and Trustees will be kept informed of developments. The risk to the project is judged to be low. Possible uses of the land prior to hall construction were discussed.

Action: Simon Tomlinson and Alan Moore

There being no other business the meeting was concluded at 8.45pm.

The date of the next meeting will be proposed by the chairman.