



**Trustees Meeting
Monday 18th August 2020 at 6pm**

Minutes taken at the meeting

Present: Nick Viney, Rob Lobley, Rick Gould, Jack Ross, John Hynan, Claire Barnes, Claude Bonfanti, Dawn Cosh, Charles O'Reilly, Ceri Vosper (Parish Council).

1. Apologies – Maggie Hardy.

2. Minutes of last meeting

Matters arising

- Adjustments have been made to job description for Garden Maintenance role and Mark Norman happy with changes. Request made not to use weed killer, where possible.
- Welcome to newcomers (including updating Village Directory). Nick has prepared two letters, one for newcomers and the other to encourage existing residents to join Village Directory. Nick to allocate one page to each trustee to keep updated if they are happy to do so. Claire immediately volunteered.
- Sheila and David Johnson – suggestions for present to thank for all help on Withy Bed. Possible book, flowers.
- AV & PowerPoint issue not seemingly resolved; projection image doesn't fit to screen. To be left for time being.
- Use of Hall as Dorset Community Rest Centre – Rob has been sent a questionnaire from the Council, which he is to circulate. John to check on insurance matters.
- Jack commented that there was a Centenary section on website. It was suggested a "thank you" to Bob Diffey was appropriate, as he had done a great job on the radar. Nick to action.

3. Re-opening the Hall

Notes from subgroup meeting and sample COVID First Aid Box circulated.

- Claude has measured the main hall. In line with **the Government Guidance** on safe opening of community facilities, a maximum of 12 people are allowed in the main hall and 7 in the committee room at any one time.
- A 'Special conditions of hire during Covid 19' document will be signed by each hirer. It will list all the actions required by the hirer to maintain safety, keep a record of all attendees with name/tel and email, in order to provide record to NHS Track if required.

- Increase fee for cleaning to £40. Agreed minimum of 72hrs between bookings. This would need an extra Covid clean for £20 if needed. When this is not possible, a full clean will take place and £20 cost may be charged to the hirer. Cleaning is required after every use.
- It was agreed that 2 automatic hand sanitiser dispensers will be bought (Per unit cost is approx. £100), one to be positioned at the entrance of the Committee room and one to be placed at the entrance of the main hall. Dawn volunteering Alan Cosh to position units.
- A Covid 19 First Aid Box as described by Acre preconsisation (see doc attached) has been obtained.
- Possible ladders to allow windows to be opened in main hall.
- Ad hoc use of building cannot be allowed due to contagion risk and need for cleaning each time.

4. Work on the School House (Rick's update attached)

- Plumber has replaced pipes and will do fan next week to reduce condensation.
- Roof not as bad as first thought. Needs ventilation and some repairs to valley. Gutters too small and need some new downpipes. Several windows need repair and some redecoration.
- Should one builder do all work or split?

5. Finance

Only change is the inclusion of the grant from Dorset Council of £10,000 from the Retail Hospitality and Leisure Fund. Apart from PASH (booked in for Dec 2020), little bookings income likely. No income other than rent from School House. Low outgoings eg heating. Surplus of £11k, to be used for fire system and School Hs repairs.

6. AOB

1. Clare would like to know about any future dates for events eg Carols on the Green. Difficult to arrange any dates at the moment due to Covid restrictions.
2. Nick to try to organize a Centenary meeting.
3. Jack mentioned cleaning 'bombs' for the hall. They have been used for cleaning cars and dentists' rooms. Wandered if this would work as an option.
4. Nick announced that this would be his last year as Chairman. Jack said what a great job he has done and should continue.

Next Meeting: Tuesday 20th October 6pm

CB/17-06-2020