

Wenhaston Village Hall Management Committee

Charity Number: CN 1001694

Registered name: Village Club

Trustees: Parish Council

MINUTES

Special meeting of Wenhaston Village Hall Committee held Sunday 15th March 2020

Present: Sally Amery (SA); Vice Chair and PC rep - Peter Wildish (PW)

Bookings Secretary - Jane Peters (JP).

Committee members: Blyth Woods rep – Liz Hill (LH); Café rep – Kevin Dean (KD); Commons Group - Jan Clements (JC); Drop In Club - Eileen Hayes (EH); WI rep – Carol Hudson-Jary (CHJ); WPG rep - Lyn Gedny (LG); Mac McKeown (MM), Alastair Wilford (AW).

Village representative members: - Christine Buttle (CB); Richard Atkins (RA).

1. **Apologies** – Jenny Jeffrey. Trish Gower.

2. **Coronavirus situation update.**

- a. Government advice and the latest news was discussed. Advice had been requested from Community Action Suffolk, but none received to date. The U3A have decided to cancel open meetings but left it for local groups to decide what they do. **PW** reported that there has been no response yet from the Emergency Group at Woodbridge, but one is expected shortly.
- b. We already have antibacterial hand wash in the toilets and antibacterial spray cleaner effective against viruses, in the kitchen/café. Our floor cleaner is robust and anti-bacterial. More supplies will be sought.

3. **Other village hall own groups' responses.**

- a. **Café – KD** The Café Team are happy to keep the café open at present and additional measures would be put in place, spacing tables more, restricting access behind the counter and kitchen and increasing cleaning routines. Volunteers who don't feel comfortable continuing can opt to stand down if they wish to.
- b. **Cinema – LG** The Cinema team are happy to continue with the film evenings at present. Seating would be spaced out more.
- c. **Craft market – CHJ/PW** The organisers will continue planning if required, although they are concerned about the number of outside visitors who attend and the numbers in the hall and café during a market.

d. **Kurling** – EH/JP The organisers would rather cancel now.

4. Other regular hall users' responses – SA and all.

a. Others regular hall users' responses received were discussed. The Church has cancelled the Jumble sale due next weekend and the Wine Club on Tuesday has been cancelled. **PW** reported that the Parish Council meeting on Wednesday was still going ahead. The WEA booking on Friday may be affected as the lecturer is in Spain at present. There has been no other contact from other groups advising that they were cancelling.

5. Post Office situation – JP.

a. The Post Office hasn't issued any advice. **JP** feels closing would be a big loss of an invaluable service in the village in terms of banking, obtaining cash, PO services and other benefits, for example collecting prescriptions delivered by the doctors. This PO facility also avoids the risk of residents travelling to other areas. The PC will be asked to investigate the terms of the PO lease with regards to the hall having to close for reasons outside its control. If the hall does have to close **JP** will carry on opening the PO, subject to Government advice, PO advice and the unfolding situation.

6. Management Committee's response and decisions – all. The Committee considered all the responses, the length of time this situation is likely to last and the impact on hall users and hirers. All of the events booked are for much less than 100 people and vulnerable people may choose to self-isolate. The cleaning regime will be stepped up. **JC, PW, MM and AW** to cover this week during the cleaner's holiday. The halls' running expenses will remain much the same even if the hall has to close. The quarterly invoices are due to go out early April. The following decision was reached for the present time, to be regularly reviewed depending on Government advice and guide lines:-

a. The hall's own events.

- i. Café – keep open, with additional measures above in place. Voted 9 for and 3 against.
- ii. Cinema – keep open, with additional measures above in place. Voted 8 for and 4 against.
- iii. Craft Market – unanimously voted to cancel for now for the reasons expressed.
- iv. Kurling – unanimously voted to cancel for now.

b. Hall's hirers.


- i. It will be up to individual hirers to decide and if a hirer decided to cancel then the Committee resolved unanimously to set aside cancellation charges. The majority of bookings are attended by local people.
- ii. **JP** will email all regular hirers to advise them of the situation.

c. The Post Office – JP.

- i. **JP** will keep the PO open for the reasons given above which was warmly welcomed by the Committee.
 - ii. The Committee resolved unanimously to continue with the Booking secretary remuneration even if the hall has to close as there will continue to be administration, invoicing and communication duties. **JP** suggested this should be reviewed at a later date.
 - d. **Keeping the hall open.** The Committee resolved unanimously to keep the hall open at present and will follow Government guidelines and the situation will be closely monitored. Communication amongst the Committee would continue by email unless members felt another meeting was necessary.
 - e. **Other considerations.**
 - i. **PW** will put an article in the Warbler today regarding the decisions reached.
 - ii. The hall is covered for loss of income and the insurers will be asked to clarify the situation given the circumstances of possible closure.
 - iii. Future enquiries for bookings – we will continue to take bookings subject to Government advice.
 - iv. Projects in the pipeline questioned.
 - The hedge plants have already been purchased so planting will go ahead.
 - Part 3 of the stage project to refurbish the rear stage corridor and side room is on hold pending the Tardis roof repairs and no commitments have been made.
 - The Committee decided unanimously to proceed with the Tardis roof repairs and to investigate other possible roofers in view of the delay with the current roofer. **SA, MM, WA** to review the file and set up a meeting with Roger Claxton.
7. **Next routine meeting** – Thursday 23rd April at 7pm


Chaw

10/8/20


10.18.20