

# **Gilston & Eastwick Village Hall Management Committee (VHMC)**

## **Thursday 25<sup>th</sup> February 2021 Business Meeting**

### **Minutes**

This meeting was held remotely through the use of the Zoom application.

The following meeting notes agreed as true record (5<sup>th</sup> August 2021)

**A. Present:** Trevor Brown (Treasurer), Janine Bryant (Parish Council representative & minute taker), Yolande Clark (residents; representative), Keith Harvey (Holdings Trustee & Vice – Chair), Katie Spencer (Holdings Trustee & Chair)

**Apologies:** Sarah Bagnall (residents' representative), Christine Law (PCC representative), Claire Reilly (residents' representative),

**B. Minutes of previous meeting** (2<sup>nd</sup> September 2020) – not discussed

#### **C. Section 106 and other funding**

KS has received confirmation from East Herts Council that approx. £40,000 of Section 106 monies has been secured for improvements to the G&E Village Hall.

It is still hoped that additional S106 monies can be secured, potentially by reassigning finds from the Terlings Park “sports facilities” fund.

Places for People, the developers of the Gilston Area Villages 1 – 6, have also been approached for financial support.

#### **D. Kitchen Refurbishment**

KS talked through 3 quotations received for the kitchen refurbishment (circulated to committee members prior to this meeting). The quotes ranged between £33,000 and £48,000.

**Action:** committee agreed a “commercial kitchen” specification required.

#### **E. Hall Improvement Project**

KS talked to the quotation received from AD Architects, dated 1<sup>st</sup> February 2021, to “develop the pre-application feasibility design to full planning application” at a cost of £5,720 + VAT. The proposal was circulated prior to this meeting and is appended to these minutes.

Whilst kitchen refurbishment is an immediate requirement, which will not require planning permission, it was agreed it could impact on the overall improvement project and should, therefore, be included in AD Architects' brief.

##### **Actions:**

- i. Taking into account the earlier decision, item D above, to install a commercial standard kitchen the committee agreed to accept AD Architects proposal to take the Village Hall Improvement Project through to full planning application with the instruction that they prepare the plan in a phased structure with kitchen refurbishment, to commercial standard, being Phase One.
- ii. Further kitchen refurbishment quotes to be sought following receipt of AD Architects' proposal for a commercial standard kitchen  
Items Ei and Eii proposed by Katie Spencer, seconded by Trevor Brown

#### **F. Booking Officer and other hall management & administrative tasks**

The Village Hall has thrived “*for the benefit of the inhabitants of the Parishes of Gilston and Eastwick in the County of Hertford and its immediate vicinity*” for nearly 100 hundred years through the generosity of local volunteers. Despite several attempts over the last few years to find new volunteers, through articles in the Parish Magazine and reaching out to the new communities, the Management Committee is struggling to continue. This is no longer

sustainable and the committee agreed it needs to fund suitable contractor(s) for such tasks as associated with a Bookings Officer / Caretaker and a Treasurer.

**Action:**

- i. KS to recirculate draft job description, service level agreement & service contract covering those tasks necessary for the sourcing of a self-employed contractor to act as a Booking Officer.
- ii. Committee members to explore how other local Village Hall Management Committees organise the administration of bookings, opening times, finances and other necessary administrative functions.

**G. Reopening of the Hall**

KS previously prepared & circulated a risk assessment for the opening of the hall. This will require the fitting of several hand sanitisers, appropriate signage, amendment of the booking form to identify hirer has responsibility for holding an accurate attendance list for Test & Trace purposes, etc. prior to hall being deemed to be Covid safe.

**Actions:**

- i. Due to lack of clarity of Covid-19 risks hall to remain closed (except under exceptional circumstances) until, potentially, mid-summer.
- ii. It was agreed the Hall will be opened to allow East Herts Council, EHC, hire of the hall to use as a Polling Station at the May 2021 local elections.
  - a. TB to advise EHC.
  - b. KS & JB to coordinate installation of sanitisers, signage, etc. and the opening of the hall.

**H. Annual General Meeting (AGM)**

TB informed the meeting that several large clubs, that he is a member of, have deferred their AGMs until they can hold "open" meetings.

**Action:** AGM and appointment of Committee members deferred until able to have an "open" meeting.

Proposer: Trevor Brown. Seconder: Keith Harvey

**I. Any Other Business**

i) **Car parking fees** need collecting for 2021

**Action:** JB to amend to include BACS info, print 2021 fee letter and hand deliver

**Note: following this Business Meeting TB received a number of cheques for 2021 Car Parking fees – collected by Mrs Mary Jackson.**

**The Committee are very grateful to Mrs Jackson for having completed this task on the Committee's behalf.**

ii) **Car park bollards**, some have been knocked over

**Action:** none

iii) **Electricity meter** to be replaced with a SMART meter

**Action:** TB to arrange

**Future meetings to be arranged.**

**Action:** KS to circulate possible dates.