

**MINUTES OF ARKENDALE COMMUNITY HALL COMMITTEE MEETING MONDAY 24th
JANUARY 2022 AT 8.10 PM IN ARKENDALE COMMUNITY HALL**

Present: Gavin Holman (Chairman)GH, Malcolm Howe (Vice Chairman) MH, David Cox (Secretary)DC, Jean Cox (Treasurer)JC, Caroline Houseman (Bookings Secretary) CH, Sarah Brophy SB, Pauline Ward PW, Jane Watson JW.

1 Apologies for absence

Apologies received from Judith Howe.

2. Minutes of meeting held on Thursday 19 October 2021 and Matters Arising

The minutes of the previous meeting were proposed to be accepted as correct by DC seconded by PW and signed by the Chairman. No matters arising that would not be covered under later items.

3. Correspondence

JC had received a letter from CCLA our deposit charity bank re. details of trustees to comply with European Money Market Regulations. This was submitted, along with notification of our change of current account.

4. Financial Matters

JC reported that the latest balance in the deposit account was £68,171.89, and the balance in the current account was £6719.48. The transfer of the current account from HSBC to the COOP bank was completed and was operating successfully.

5. Maintenance

GH & DC updated on work done and required. PAT testing and rectification of the middle toilet light was now complete. The fire alarm service had been done in November and the intruder alarm replacement had been completed. Robyn Cox had shampooed all the chair seats and painted the store cupboard walls over the Christmas period when there were no bookings. There are some loose and cracked tiles in the kitchen that require attention (DC and GH to follow up) and the outdoor light on the corner by the pub car park needs a new bulb.

6. Health & Safety

MH confirmed that all H&S documentation had been kept up to date, and similarly changes due to the rescinding of 'plan B' COVID measures would be incorporated when the gov.uk website was fully up to date. It was agreed that the main change required for our documentation was that face coverings were no longer mandatory, but still advised in crowded close contact settings. It was decided to keep the recommended maximum occupancy at 30 but this position would be reviewed monthly. We would also review the

general H&S policy adding relevant dates for servicing/inspections in about 2 months. He had attended a Community First webinar on 'Safeguarding', but suggested there was little for us to do other than to ask certain hirers if they had carried out any necessary DBS checks. CH would refer these cases to MH.

MH would continue to take the lead on Health and Safety and Safeguarding.

7. Booking Secretary's Report

Caroline reported that we now have 6 yoga, zumba and pilates classes in total, with other bookings resuming such as W.I. and FW Guild, plus a number of new enquiries for meetings and celebrations including a baby shower. Sadly at the end of January one of the Yoga classes would stop due to insufficient support, although Rachel, (tutor) hoped she could resume the classes at a later stage. Caroline would direct any H&S/ COVID issues to MH, and JC would continue to be the contact re. use of the kitchen by any hirer. CH asked if point 1.4 of the hirers document could be amended to 'deposit due'. GH agreed to do this.

8. Future Events

Film nights had resumed with two already shown and 'Little Women' scheduled for 11 February. JC and GH had met to discuss potential films and the list would be circulated. It was agreed that the 'Pretty Woman' night postponed in 2020 would be rescheduled when considered possible. Films to continue with bookings only, to a maximum capacity of 30 for now. Coffee mornings had restarted on the second Wednesday of the month.

The Platinum Jubilee was discussed. Gavin outlined the dates of the events to be held nationally. It was felt that we should mark the occasion with a village celebration, hopefully outside on the Sunday afternoon (5th June) Caroline mentioned two possible outdoor venues. Gavin would talk about this at the PC meeting the following evening, with a view to assembling a group of interested parties to steer the project.

9. AOB JC raised the issue of checking the hall on weeks when only the trusted hirers with keys were using the hall. It was agreed that the duty 'caretaker' should pop in and check that all was well for the following week. We also discussed the various means of communication of village hall matters and it was agreed that the channels already in place were adequate.

Date of Next Meeting

The date of the next meeting was set as 28 March 2022. There being no further business the Chairman declared the meeting closed at 9.15 pm.

Agreed (Chairman) Date