

CHILMARK READING ROOM
Minutes of CRR Committee Meeting held on 14 July 2021

1. Present

Morag Philpott, Johan Denekamp, Sarah Miller, Dathan Trent, Liza Jack, Kirk Murray-Jones, Alison Whipp-Long, Jenny Gavin

2. Apologies

Henrietta Cockrell, Karen Whewell, Barny Guthrie,

3. Minutes of Last Meeting

The minutes of the meeting held on 21 April 2021 were approved.

Proposed: Sarah *Seconded:* Dathan

4. Matters Arising

4.1 Maintenance

Sarah said that the dimmer switches on the heaters had not been turned off by hirers. Ali suggested that we have a checklist, so that hirers turn off everything and remove recyclable rubbish before leaving the Reading Room.

4.2 Damp Issues

Dathan had met with a surveyor from Smith Heritage Surveyors. The surveyor had recommended that the Reading Room should be kept a steady heat of 15°C. It was confirmed that the storage heaters are kept on all the time except when the weather was very warm. He recommended that we looked into having a ventilation system to control humidity and suggested that the chimney should be opened up again. The chimney had been blocked off because of a problem with jackdaws and also to prevent heat loss. He said that the concrete on the Greystones side was not helping the damp situation and recommended taking this up and putting in a French drain. However, this would probably not solve the problem which was also caused by repointing having been done with cement instead of lime mortar. Also the tanking, which had been done previously, keeps the damp in. It was agreed that we need to do the outside work and see if it prevents damp and also to investigate ventilation systems.

4.3 Asbestos Survey

Dathan had organised for an asbestos survey, at a cost of £390 plus VAT, as recommended by Karen as part of the Health and Safety policy. There was discussion as to whether this was a statutory requirement or whether it could be done when we were actually going to have work done. Sarah was concerned that if we had it done now, it might need to be done again before work took place. It was agreed to ask Karen for more details of the statutory requirements.

4.4 Working Party

The Working Party held in April had achieved a lot, including weeding and pressure spraying the patio, painting the shed and bin fence, and varnishing the notice board and Reading Room sign. As there was not so much to do at the Working Party in July Sarah and Morag agreed to weed the patio.

4.5 Health and Safety Policy

Karen had just completed the Health and Safety Policy.

Action: Karen, Jenny

4.6 PAT Testing

We hadn't heard from Karen about the PAT testing

Action: Karen, Jenny

4.7 Local Restrictions Grant

The Reading Room had received an extra £8,000 as a restart grant. It was agreed that this could be put to good use to update the Reading Room. Sarah said we should not do any fund raising events. It was agreed that we should use part of the grant for non-fundraising events for all the community

4.7.1 WiFi

Morag had spoken to BT and Sky. Both offered a 24 month contract, Sky would cost £35.10 plus VAT and BT £28.95 plus VAT. She had also made enquiries from Wessex

Internet but there would probably not be able to provide a service for 12-18 months. It was agreed that Morag and Johan would make a decision on the provider.

Action: Morag, Johan

4.7.2 Barbeque

Dathan said that he had been given a four burner gas barbeque which he would make available to the Reading Room and School. It was agreed to purchase a cover for the barbeque.

Action: Dathan

4.7.3 Projector and Screen

We need to purchase a projector and screen for the Reading Room. Grant Philpott had done some research into the cost of projectors and possibly a PA system. The cost of a good quality projector and PA system would be about £1,000. It was agreed that Sarah would consult Mike Scott for his advice.

Action: Sarah, Morag

4.7.4 Other Suggestions for Use of Grant

There was much discussion as to how to spend the grant. It was agreed that it was important to sort out the damp problem. Other suggestions were refurbishment of the non-disabled toilet, refurbish the entrance area, redecoration of the hall. It was agreed that committee members would give suggestions to Morag.

Action: Morag

4.8 Refuse Collection

Sarah said that as there was very little refuse from hirers, she was happy to put any refuse in her own bin. However, if people had recyclable rubbish ie bottles and tins, they must take it home. It was agreed to add this to the checklist.

5. Treasurer's Report

Johan had circulated the accounts for Quarter 3. We had received a Local Restrictions Grant/Restart grant of £18,365. Apart from the grant, the normal expenditure was £1560 and income £335. Without the grant, the Budget loss at Q3 was £1,600 and will be about £2,500 over full the year.

6. Future Events and Fund Raising

6.2 Covid – ACRE Guidelines

ACRE has issued new guidelines. Although there are no legal restrictions we needed to consider whether we should allow full capacity. It was agreed that we should allow full capacity of 60 but hirers should be advised to continue using sanitizer and increased ventilation.

6.1 Talk

It was agreed that tickets should cost £8. There was no charge for the speaker but he would donate the proceeds from sales to the South Atlantic Medal Association. We need to have purchased a projection and screen in time for the talk. Sarah said she would ask Glen to produce a poster to advertise the event.

Action: Morag, Sarah

6.2 Barbeque

It was agreed to wait until the end of July to decide whether or not to hold the barbeque on Sunday 29 August 2021. Dathan and Ali agreed to judge opinion on having a barbeque.

Action: Dathan, Ali

6.3 Halloween

It was hoped to have the Halloween event. Henrietta has offered to do the lucky dip. Setting up would probably have to be done late afternoon as there is a potential booking earlier in the day.

11. Any Other Business

As Lynn Menzies had been bringing her own cafetieres for the coffee mornings, it was agreed that we should purchase two cafetieres for the Reading Room.

12. Date of Next Meeting

13 October 2021 at 6pm