

CHILMARK READING ROOM
Minutes of CRR Committee Meeting held on 20 January 2021

1. Present

Morag Philpott, Johan Denekamp, Barny Guthrie, Sarah Miller, Dathan Trent, Karen Whewell, Henrietta Cockrell, Jenny Gavin

2. Apologies

Liza Jack Kirk Murray-Jones, Alison Whipp-Long

3. Minutes of Last Meeting

The minutes of the meeting held on 18 November 2020 were approved with the following amendment:

3. Election of Officers - Deputy Chairmen to read Barny Guthrie and Alison Whipp-Long

4. Matters Arising

4.1 Maintenance

Morag thanked Dathan for replacing the toilet seat and kindly donating the cost of the toilet seat, and also for adjusting the door which was sticking.

4.2 Holly and Mistletoe Sale

Morag thanked Henrietta for providing the holly and Ali, Dathan and Kirk for picking the mistletoe. £74 had been made. Morag will thank Jan Cannons for the mistletoe and Stephanie Lucas for the use of her drive for the sale.

5. Treasurer's Report

Johan had circulated the accounts for the first quarter, which as predicted was very quiet. Income was £194 which included £74 from the holly and mistletoe sale and £120 from room hire, including £22.50 donated by the Art Group from the payment made for room hire last January. The Art Group still has £30 credit. Expenditure was £685 which included cleaning, bank charges and electricity. The electricity had been over estimated by £200 and this will be wiped out in the next quarter. The lost for the quarter is £490 which is a quarter of our full year predicted loss of £1680.

6. Review of Hire Rates and Salary of Any Part-time Staff

It was agreed that the hire rates should stay the same

Proposed: Johan Denekamp *Seconded:* Barny Guthrie

It was agreed that the rate for cleaning should stay the same.

Proposed: Sarah Miller *Seconded:* Henrietta Cockrell

7. Renewal of Electricity Contract

The electricity contract is due for renewal in March. Jenny agreed to contact SSE to get a quote. She would liaise with Morag and Johan for their agreement on a new contract.

Action: Jenny

8. Review of Safeguarding Policy

Barny agreed to review the Safeguarding Policy. He would email it to committee members, who would confirm that they had read the Policy. Jenny said that under the ACRE advice on Safeguarding policies and as required by the Charity Commission, committee members must complete the Trustee Statement of Eligibility. Jenny agreed to send the form to committee members.

Action: Barny, Jenny

9. Hiring Agreement

Barny agreed to send out the Hiring Agreement for members of the committee to check. A copy could then be put on the web site.

Action: Barny

10. Future Events and Fund Raising

The position regarding events will be review at the April meeting. At present the Reading Room was only being used for the prescription service.

Sarah agreed to put a notice on the web site saying that the Reading Room is not open or taking bookings except for the collection of prescriptions, she would liaise with Morag and Jenny about the wording.

Action: Sarah

11. Any Other Business

Karen said she had been working on the Health and Safety Policy. She asked whether the Reading Room had had an asbestos survey. Dathan agreed to look into the range and cost of an asbestos survey and report back at the April meeting. Karen would look into PAT testing. This was last carried out when the new heaters were fitted.

12. Dates of 2021 Meetings

Wednesday 21 April 2021 at 6.00pm. It is hoped to have a Working Party on Saturday 24 April 2021. Sarah said that the patio needed sweeping and that if restrictions are still in place it might be possible for just two people to do some work.