

CHILMARK READING ROOM

Draft Minutes of CRR Committee Meeting held on 9 July 2020

1. Present

Morag Philpott, Johan Denekamp, Alison Whipp-Long, Sarah Miller, Kirk Murray-Jones, Barny Guthrie, Jenny Gavin

2. Apologies

Dathan Trent, Liza Jack, Karen Whewell, Henrietta Cockrell

3. Minutes of Last Meeting

The minutes of the meeting held on 14 January 2020 were approved and signed

Proposed: Sarah Miller; *Seconded:* Kirk Murray-Jones

4. Matters Arising

4.1 Quiz

The quiz was very well attended and a profit of £271.90 was made.

4.2 Maintenance

It was agreed that the problem with wall damp on Margaret Wood's side should be left until the house had been sold and we could then discuss the problem with the new owners. It was decided to reinstate the refuse collection from 1 September 2020 and therefore the fencing will be left in place. Sarah would contact Wiltshire Council to arrange reinstatement of the service. Dave Ford had not looked at the shed roof but the shed was not leaking at the moment. Dave Surtees had said he would look at the loose toilet seat and sticking door, Sarah agreed to liaise with him.

Action: Sarah

5. Treasurer's Report

Johan, Morag and Sarah had had a Zoom meeting to discuss the Q2 Accounts. Income for Q2 was normal at £922. Expenditure was £1932 which included Insurance, Electricity, Web Hosting, and maintenance costs for the Dimmer Switches and Locksmith. The loss for Q2 was £1,009. Income for Q3 was £15 donation and Expenditure of £200 including cleaning, WVHA subscription and Bank charges, giving a loss of £185. As Q1 had been buoyant as usual, the predicted loss for the year at present was £542, and Johan hoped that overall the loss for the year would not be more than £1,000. As we still have £10,608 in the bank, it had been decided not apply for any central government grant.

6. Reopening the Reading Room

6.1 Regular Groups

The Art Group had informed us that they hoped to start using the Reading Room again in September. Kettlercise would not be using the Reading Room for the foreseeable future and we had not heard from the Pilates group or Social Stitchers. The Parish Council would be meeting in the Reading Room on 22 July 2020.

6.2 Community First/ACRE Guidelines

The Wiltshire Village Halls Association had forwarded comprehensive guidance from ACRE (Action With Communities in Rural England) on reopening village halls.

In accordance with this guidance the following points were agreed:

Jenny would contact the Reading Room Insurers to inform them that we are reopening the Reading Room.

With Social distancing the capacity of the Reading Room will be 15 people.

A risk assessment will be undertaken.

A wall mounted Hand Sanitiser dispenser will be purchased which will be placed at the entrance.

A certificate that the premises comply with COVID-19 secure guidelines will be displayed at the entrance, together with PHE posters to encourage handwashing and hygiene.

As there is only one entrance to the Reading Room it was decided that people should social distance when entering and exiting.

Special Hire conditions will be given to hirers.

The PAT testing was up to date and we have a contract with Chubb for the fire extinguishers.

It wasn't considered necessary to have Engaged/Vacant signage on the toilets.

Action: Jenny, Morag

6.3 Additional Cleaning

Jenny agreed to ask Fiona to flush through all the taps in accordance with the guidance from ACRE for prevention of legionella

Action: Jenny

7. Future Events and Fund Raising

7.1 Barbecue

It was decided to cancel the Barbecue that had been scheduled for 30 August. Johan said he had a barbecue which he would like to donate to the Reading Room.

7.2 Guitarist and Casino Evening

It was agreed to cancel the Guitarist in September and not to hold a Casino Evening in November. These can be carried over to next year.

7.3 Wiltshire Rural Touring Arts

The Wiltshire Rural Touring Arts programme is being carried over to next year. Sarah said that the performers 2 Man Ting would be affordable. It was agreed that it might be possible to have them in March/April.

Action: Sarah

7.4 Coffee Morning

Morag asked whether we should hold coffee mornings. It was decided this would need more careful management in the current situation. It was suggested that in future a Breakfast event might be a possibility.

7.5 Halloween

It was agreed to discuss this at the next meeting on 14 October 2020

7.6 Christmas Bazaar

The Christmas Bazaar will also be discussed at the October meeting

8. Any Other Business

None

9. Date of Next Meeting

14 October 2020, starting at 6pm