

**Halberton Village Hall Management Committee**  
**Minutes of the meeting held virtually, via zoom, 16<sup>th</sup> March 2021 at 7.30pm**

**Present**

B.Corden, C.Graham, T.Payne, R.Steven, D.Affleck, J.Anderson, K.Browse and P.Grabham.

**1. Apologies :** None.

**2. Public Forum:** No public attended..

**3. Minutes of last meeting:**

The minutes were read by members and all accepted these as a true record of proceedings and the minutes were duly signed by the Chairman.

**4. Matters Arising:**

The ratified accounts have been sent to the Charities Commission.

The drains, at the bottom of the driveway, were checked and found to be clear.

**5. Correspondence:**

The Secretary had received a letter from Mrs Kelly Redman, Secretary of the Mid Devon Singers, regarding the use of our COVID19 grant to install air extraction systems in the main hall. The Secretary had emailed all Trustees, prior to the meeting, a copy of the suggestion along with documentation in order that all had time to look at the detail beforehand.

The MiDS representative outlined the suggestion for air extraction with reasons why it might be beneficial to a range of hall users and why the Singers felt that the COVID19 £10,000 support grant might be used to pay for the installation. *Letter attached to these minutes.*

The Chairman outlined a range of concerns he had with this suggestion with two key points being that air extraction had not been scientifically shown to prevent COVID19 transfer as well as air extraction would need to be installed in all venues of the hall, not just in the main hall, if it were to benefit all users of the hall.

The Secretary had emailed Mr Martin Rich, Village Hall Adviser Devon Communities Together, specifically asking him what was the purpose of the £10,000 COVID19 support grant? *A copy of his reply was emailed to all Trustees prior to the meeting. It was very clear that this money was for running costs and not intended for capital expenditure. Letter email to these minutes.*

The History group representative had also emailed Mr Rich specifically asking his advice on the efficacy of air extraction systems in dealing with avoiding COVID19 transfer especially when singing in a choir. *His response was shared with all Trustees who have since all received a copy of his email. It was clear that Mr Rich felt that hall trustees would not be fulfilling their duty to act in the best interest of the charity by expending monies on a project of dubious efficacy.*

After a wide ranging discussion it was proposed by R.Stevens and seconded by C.Graham that we wait until the whole adult population has been vaccinated and then be guided by government and / or local advice of the time regarding COVID19 preventative measures which may, or may not be, necessary.  
*7 in favour with 1 abstention.*

**6. Treasurers Report:**

The bank balances were as follows:

Santander	£46,817.04
HSBC Affirmative Account	£11,455.98
<b>Total</b>	<b>£58,273.02</b>

*This includes the various government grants.*

*All bills paid to date.*

**Treasurer**

It was proposed by B.Corden and seconded by D.Affleck that we transfer some Santander money to a deposit account for better interest and ease of access.

*Unanimous*

**7. Website Update:**

**Secretary**

Website closed in accordance with the latest national lockdown.

Domain name renewed at a cost of approximately £20

The website will open in accordance with the VH roadmap.

**8. Fundraising:**

When the Village Hall does re- open the question of fund raising can be discussed.

**9. On-going Development Project:**

**Chairman**

The Jubilee Room additional car parking space, wall and landscaping are well under way. The wall is done and the landscaping, laying of turfs or sowing of grass seeds was work in progress. The topography of the car parking is such that some tarmac needs to be removed and re-tarmacked to a finish to our specification. *We await a quote for the additional, but necessary, tarmacking work.*

**Chairman**

The wall from our car park to Mr N.Purves' adjoining field has been started and is work in progress. The footings of the original wall were identified and, with agreement of Mr Purves, the wall will be built to an agreed specification.

**10. Re-opening of the Village Hall:**

The COVID19 Sub-Committee has devised a VH roadmap to Unlocking which mirrors the government roadmap in terms of proposed timescales. *All Trustees were emailed a copy of the roadmap prior to the meeting.*

All Trustees realise that if government timescales or guidance for unlocking changes then we will have to change our roadmap.

**All Trustees**

It was proposed by B.Corden and seconded by K.Browse that we follow the proposed VH Unlocking roadmap.

*Unanimous*

**Secretary**

**The roadmap indicates that we will re-open on Monday 12<sup>th</sup> April for children educational activities only.** Any accompanying adults will need to socially distance, wear a face mask and observe good hand hygiene procedures. The leader of the activity will need to ensure good air ventilation, complete track and trace requirements as well as clean down at the end of the hire. The Secretary has identified two hirers who fit this re-opening criteria and he will email them to inform them of our intention to re-open on the 12<sup>th</sup> April.

**Secretary**

Nearer the time the website will re-open with our agreed VH Unlocking roadmap downloadable for all to see.

0 **11. A.O.B:**

The Chairman has received notification that Trustee Mrs Jill Canning had resigned due to her moving house to North Devon. All wished Jill well and thanked her for her service on the committee.

It was noted that Mid Devon Show personnel are now back and are busily preparing for their upcoming show on the 24<sup>th</sup> July 2021.

**Secretary**

The Secretary informed the meeting that he had completed and sent off the evaluation paperwork as a requirement of the £1,000 grant from the locality budget. The Secretary will once again thank Councillor Colin Slade for his support.

The Secretary informed the meeting that he had completed our on-line submission to the Village Hall Doomsday project. This project records how the pandemic had impacted on community facilities like ours.

**Trustee K.Browse**

Trustee, Mr K.Browse, does acknowledge that Mr Martin Rich, of Devon Communities Together, is our local expert when seeking advice but he did indicate that should he find any government advice about air extraction systems with regard to COVID19 transfer then he would report back to the committee at a later meeting.

All Trustees wished to thank Peter Grabham for helping out with the Jubilee Room disabled car parking project especially as he was using his own machinery / equipment.

**Trustee  
P.Grabham /  
Chairman**

The Chairman asked Trustee Mr P.Grabham to try to get a copy of the surveyors report regarding acquiring overflow car parking land. If we can get this report we would be in a better position to contact landowners with possible proposals for acquiring land for over flow car parking.+

Meeting closed: 8.53pm

DONM: 20<sup>th</sup> April 2021 - *the meeting will be virtual via zoom.*

# **Meeting of the Halberton Village Hall Committee**

Next virtual zoom meeting Tuesday 20<sup>th</sup> April 2021 at 7.30pm

## **AGENDA**

- 1 Apologies**
- 2 Public Forum**
- 3 Minutes of Last Meeting**
- 4 Matters Arising**
- 5 Correspondence**
- 6 Treasurers Report**
- 7 Halberton Village Hall website**
- 8 Fundraising**
- 9 On-going Development Project**
- 10 How is the re-opening of the Hall going?**
- 11 A.O.B**

*Date of next meeting May 18<sup>th</sup> at 7.30pm*

**Additional documentation associated with this meeting not seen by Trustees before the meeting:**

**My question to Martin Rich - From Trustee John Anderson**

We are under pressure from a Trustee to consider investing in an air-extraction system for the Main Hall (and/or possibly another meeting room): he represents a singing group, which clearly constitutes a higher risk than most activities.

Our Secretary Rob asked your advice, but that advice (circulated to Trustees - see summary attached) seems to concentrate on HVAC, rather than simple air extraction. Is there a view on the efficacy of **air extraction**? *[I think it is fair to say that our Main Hall is capable of adequate natural ventilation, through opening windows; the other room possibly not so]*

**Martin's response**

Hello John,

Air extraction offers very little gain over ventilation where adequate windows and doors exist. There are some minor comfort considerations during adverse weather, but generally the air exchange rates will be similar. If you were to use a combination of the two, you would need to be very scientific about the air flow to gain any significant extra benefit and often building design works against this.

First base is to ensure that no infection is present and so, to state the obvious, no one who is infected, believes they might be infected or have been in proximity to someone known to be infected, should be in the hall.

Air extraction will have minimal impact on the risk of spreading infection through a choir; the major risk is from large aerosol droplets that would be too heavy to be picked up by an extractor and which are expelled in the immediate vicinity of singers. My advice would be that the choir increase their social distancing and use visors instead of masks.

Add in the facts that the majority will have been vaccinated when singing can resume and that infection rates are currently very low in the area; it would be reasonable for the hall trustees to conclude that they would not be fulfilling their duty to act in the best interest of the charity by expending monies on a project of dubious efficacy.

Regards,

Martin.

**Additional points for consideration for the April meeting:**

- Will be having a face-to-face meeting in May? Nb: We are allowed too and indeed are being encouraged too.
- What about our AGM? Perhaps when all restrictions are lifted to encourage more parishioners to attend?
- I feel we need to give some thought to how we encourage users back to the hall once we are “back to normal”.