

## **Minutes of HPFRG Trustees' Meeting 27/7/21**

Meeting held by Zoom

### **Present**

Louise Chicken, Shirley Sainsbury, Robin Slatter, Maggie Prettyman, Viv Tallowin, Stewart Chinman, Nick Baker,

### **Apologies**

Chris Watkins, Claire Madden, Julie Wones, Gemma Manthorpe,

### **Absent**

Harvey Gibbons, Harry Purnell, Eilish Rothney.

### **Minutes of last meeting**

A response to NCF to be made by the end of August. MP, LC and NB to draw up and send.

There was discussion over payment to the cleaner. SS to ascertain exactly how many hours are worked currently and the matter will be discussed at the next meeting.

MP pointed out that the reference to "Barn managers" in the last minutes is incorrect because there aren't any. Responsibility is carried solely by trustees.

It was agreed that all trustees will download the alarm app.

The minutes were accepted as a true record.

### **Finance**

LC outlined the current position which shows an excess of £8,287 of which £8,000 is recovery grant. Outgoings are relatively low at present and there has been an upturn in bookings. Total balance stands at £71,607.

### **Covid Recovery**

There has been no meeting with the football club. There was some discussion around the contributions made by the club in the past. NB to investigate what fees other similar organisations charge.

An interim risk assessment has been agreed by email in the past week. The definitive version will be complete by the weekend. A letter will be sent to all Barn users emphasising the necessity of adhering to the procedures laid down.

MP raised the matter of ensuring good ventilation and suggested that it might be wise to apply for a grant to install a ventilation system in the ceiling. NB to research cost of this.

### **Village show**

MP said that all arrangements have been made; we have volunteers, judges, and catering for volunteers. There are adverts around the village and on the Facebook page. Hickling House will run a raffle, a pizza van has been ordered and it has been decided that coffee, beer and wine on offer will be of premium quality.

RS raised the matter of difficulty over rubbish collection. There was some discussion which provided some positive ways to deal with this.

### **Future Events**

MP has been in contact with a concert band who are able to put on an event in the winter. A band known as Senior Moments may be able to help also.

### **H and S**

RoSPA inspection pending.

### **Maintenance and To-do list**

Roof flashing needs attention. NB will speak to Abbs Builders. NB has a contact who will advise on work needed on the joinery. Regarding the window opening mechanism, NB has been in contact with A C Leigh and is awaiting prices.

## **Booking Clerk**

There was some discussion around the fact that whilst we now have someone in place to take the bookings, we do not have arrangements in place to introduce new users to the Barn. However, it was suggested that we have a new volunteer who may be able to take this on.

## **Café**

SC said that the project cannot go ahead due to not finding enough volunteers. There was some discussion during which MP raised the possibility of running a breakfast on Saturday once a month as has been done successfully in the past. SC to draw up a plan for this.

## **Caretaker**

SS will draw up a list of jobs which need to be completed over the year to give trustees a clearer view of what is involved in a caretakers duties.

## **Gym Instructor**

Jackie will step down due to personal circumstances. An instructor called Andy has been found who looks promising. NB stressed the need for him to hold a current DBS check and for references to be called before any commitment is made.

## **EV charging point**

As there are few locally it seems there is a possibility to generate income by installing one. NB's research reveals, however, that the cost of installation is high, grants are not available and the user volume is likely to be very low. This may be viable in future but is not at present.

## **Defib and CPR refresher course**

SS said that the Air Ambulance is offering one hour courses on this. It was agreed to find out more.

## **Community garden**

MP will recirculate the proposal with a view to gaining an email response from all trustees.

## **Business plan**

On hold until autumn.

## **Next meeting**

16<sup>th</sup> August.

SS to ask all trustees about their availability for future meetings.

## **AOB**

MP said that as the AGM is due at the end of September, we should start to prepare soon. During the following discussion it was decided that since the last meeting was held recently and covid measures remain in place, it would be wise to hold the AGM later in the year but not later than December.

Meeting ended 21:04