



Chillerton & Gatcombe **Community Association**

Minutes of the Committee Meeting held on Monday December 7th at 7pm in The Reading Room

Present: Peter Whiteman, Nigel Phillips, Gill Phillips, Jill Webster, Ian Poulter, Marcus Baker, Nicki Harrington and Brenda Rowntree. (All measures to ensure that the premises complied with 'Covid-19 secure' regulations had been taken to enable the committee to meet safely.)

1. Welcome by the Chairman.

The new committee was welcomed to its first meeting.

2. Apologies

Apologies were received from Bob Seely

3. Minutes & Matters Arising

The Minutes of the meeting held on November 30th 2020 were accepted.

It was agreed to defer until the January meeting the signing of the 'Minute Book' as required by the Constitution by the members of the new committee.

4. Treasurer's Report

Marcus Baker asked for clarification of the costs for the re-siting of the snooker table which the Treasurer explained. The report was accepted and agreed.

Nigel Phillips reported that the 'running costs' for The Reading Room and Village Hall were approximately £440 per month. It was suggested that the current phase of agreed repairs and refurbishment to both the Village Hall and The Reading Room should be completed, but any further repairs and refurbishment should be suspended until such time as revenue was being received. This was agreed.

5. Maintenance & Refurbishment

Peter Whiteman reported that it is anticipated that assuming other works have been completed that the carpet can be laid in a couple of weeks.

To date, repairs to The Reading Room have cost approximately £8,000. The anticipated total is approximately £12,000. (Anticipated costs of repairs to the Village Hall are £3500, with £1640 spent to date.)

The lack of smoke alarms in the main room was raised by Marcus Baker. It was agreed that two more smoke alarms should be fitted. **(Action- Peter Whiteman to arrange this)**

Peter Whiteman reported that there was no fire alarm fitted but the premises are 'fire compliant.'

It was noted that repairs need to be made urgently to the noticeboard outside the Village Hall before further deterioration occurred. **(Action- Gill Phillips to contact Craig Dabbs)**

Peter Whiteman had obtained a quote of £1339.68 inc VAT for two night-storage heaters. An alternative of two Creda 2kw wall heaters from Screwfix at a cost of £149.99 inc VAT was discussed and agreed. **(Action- Peter Whiteman to arrange fitting.)**

Curtains and lighting were discussed at length. Gill Phillips supplied several samples for members to consider. **(Action- members to submit three choices for consideration. Brenda Rowntree and Gill Phillips to make further investigations.)**

6. Christmas Carol Concert

It was agreed to try to stage an informal, socially distanced Carol Concert on Saturday December 19th at 4pm (subject to the weather) and ask David Thorpe if he would provide the musical accompaniment, with carol sheets provided. Jill Webster suggested asking St Olave's Church if they would like to have some involvement as church services are limited due to Covid-19 restrictions. **(Action- Jill Webster to contact David Thorpe and St Olave's Church)**

7. Christmas Tree

Nigel Phillips reported that the community Christmas tree will be erected this week. Baubles for decoration have been delivered to the school. The school will arrange to hang these when they are ready. A number of spare baubles will be placed outside The Reading Room for anybody to take and decorate and hang on the tree.

8. Use of CGCA premises for mass Covid-19 vaccination centres.

Following a short discussion, it was agreed not to actively offer this, but should either of the premises be requested by the NHS for such use, it would be granted of course.

9. Bookings for the Village Hall & Reading Room/GallyBagger

Gill Phillips has replaced Gillian Belben re Bookings and we will be circulating an email via YPM to reflect this. She reported that despite restrictions, there has already been a booking for the Village Hall although established groups may have to wait until restrictions are eased before resuming activities. There has been a slight increase in hire costs to £7 for parish residents and £12 for non-residents.

Previously it has been difficult to hire The Reading Room due to the bar area being accessible, but this will be possible now due to the shutters being in working order, along with the fitting of a five-lever lock to the bar door.

10. Letter of Thanks

It was noted that a letter of thanks had been sent to Paul Wells for his hard work and support for the last eight years.

11. Meeting Dates

It was agreed that from January 2021, Committee Meetings would be held on the second Thursday of the month.

12. Keys & Security

It was agreed that a new lock would be fitted to The Reading Room door and keys be held by Committee Members. **(Action- Peter Whiteman to arrange fitting of the lock)**

A five-lever lock will be fitted to the bar door. **(Action- Peter Whiteman to fit)**

The key-safe in place at the Village Hall to gain access will remain unchanged. **(Action- Gill Phillips to email to committee members new codes for access to the key safe Jan 2021 to December 2021 for each month for them to save a copy. She will then programme the key safe each month with that month's code and it will be given to people to cover the months they have booked and paid for a booking.)**

13. Roles & Responsibilities

- It was discussed and agreed that Marcus Baker will take on the responsibilities for Stock Control of the bar, and Gill Phillips will maintain and control stock for all Cleaning Products. **(Action- Peter Whiteman to install new shelving to Bar area with input from Marcus Baker)**
- Nicki Harrington will take on the role of Events' Manager.

14. Any Other Business

- Nigel Phillips reported that Peter Whiteman has been confirmed as the Parish Council's Representative.
- Trustees – The Chair, Secretary and Treasurer will become Trustees of the Association. **(Action- Nigel Phillips)**
- Nigel Phillips reported on the proposed Resilience Plan which he is leading as Chair of the Chillerton & Gatcombe Parish Council and asked for co-operation from the CGCA should it be necessary. This was agreed. Peter Whiteman declared an interest.
- The creation of a small seating area with bookcase/books was discussed and agreed. **(Action- Gill Phillips to source a small two-seater sofa)**

15. Future Agenda Items

- Noticeboard
- Grass cutting

16. Safety Checks

These will be resumed when the premises are open once more to the general public.

17. Date of next meeting

The next meeting will be held on Thursday January 14th in The Reading Room at 7pm.

The meeting was closed at 9.05pm

Signed..... (Chair)

Date.....