

King George's Field, Lower Heyford

Committee of Management

Date: 9 June 2020

Time: 19:30 hours

Where: Virtual meeting held via Zoom/telephone in view of the Coronavirus pandemic

Present: Anthony Alder (AA) - HAFC, Chris Daly (CD) – PCC, Bruce Eggeling (BE) – LHPC, Ric Fowles (RF) – LHPC p.p. Village Hall Fund, Liz Goodwin (LG) – Independent – Chair, Donna Husband (DH) – Independent, Atlanta Kyte (AK) – Independent, Lynn Humberstone (LH) – WI Cheryl Pike (CP) – LHSSC, Alex Pook (AP) – Independent

Minutes

1. The Chair welcomed everyone and asked if they were content to follow the protocol for 'Zoom' meetings that had been circulated in advance and they were agreed to be adopted.
2. **Apologies for absence** had been received from: **Brian Draper (BD)** – Independent, **Barry Varney (BV)** – Events Committee.
3. The following **declaration of conflicts of interest** were noted and it was agreed that others would be noted as any relevant matters arise:
 - a. Lower Heyford Parish Council - Parish councillor: BE, RF
 - b. Lower Heyford & Caulcott Community Fund – Chair and Trustee: EG
 - c. Heyford Athletic Football Club - Officers: AA and CP
 - d. Lower Heyford Sports and Social Club - Officers: BV, CP, AA, Members –All
 - e. Lower Heyford Events Committee – Officer: BV
 - f. Heyford WI – Chair : LH
 - g. Lower Heyford Parochial Church Council – Chair: CD
4. **Approval of minutes of the last meeting** – 3 March 2020: these were approved and signed by the Chair.
5. **Matters arising** from last meeting
 - a. BAE advised that Thames Water had now completed the repairs to driveway;
 - b. AA agreed to chase the notice boards supply the supply of which had been delayed by the closure of Conifer Joinery due to Covid -19 but it was understood to be operational again but on reduced capacity;
 - c. The meeting considered that income improvements should be re-scheduled for the next meeting and that the focus must be on re-opening the hall;
 - d. CCTV update – BD had reported that this had been delayed by Covid-19. The meeting considered this and in the light of evidence of drug taking on the field was of the view that this should now be proceeded with with all haste and CP/BD were asked to expedite the purchase and installation;

- e. EG noted that she had send the letter to the Events Committee about insurance of marquee and noting that it was the view of the KGF CoM that it was in a category of community asset that should be insured but that no response had been received
6. The meeting noted that since the last meeting the outbreak of coronavirus and the ensuing government guidance it had been necessary to hold a number of **virtual meetings** during weeks commencing 16 March, 13 April and 12 May 2020 through the circulation of e-mails to close the KGF CSC until government advice was received that it was safe to do so. The meeting affirmed these decisions.
7. **Update on financial position:** The meeting considered the financial statements circulated by CP in advance and was pleased to note that, although all income had completely ceased since mid-March 2020 and expenses continued to arise on certain fixed costs, the reserves position was such that the CoM felt able to continue to operate without any foreseeable risk of insolvency;
8. Arising from the update on the financial position considered above the meeting was of the view that no corrective action was required at this time save to seek to open the KGF CSC as soon as it was safe to do so. It was agreed however that the claim for rate and any other reliefs available should be effected as soon as possible (CP);
9. Consideration of **minutes of Ops Committee** from 7 April 2020. The meeting noted that this Ops Committee meeting had not been held due to Covid-19 and so there were none;
10. Consideration was given to the possibility of **re-opening of the KGF CSC post Covid-19** and it was noted that great caution must be applied and that safety of all users was paramount. It was decided to appoint a sub-committee comprising of DH (chair), CP, AA, BV and BD who were asked to look at the practicalities as well as government guidance and report to the KGF CoM as soon as it felt the premises could safely be re-opened;
11. **Rating of KGF CSC** ~ BE noted that he had contacted the rating authorities to enquire if the KGF CSC was rated and it appeared that it had never been so. He advised that the process was now in train to receive a rating but that the process could take several months. He further noted that although this may give rise to a retrospective liability it was hoped that KGF CSC would qualify for an exemption of 80% in line with all village halls and possibly one of 100%;
12. **Any other business:**
 - a. The meeting wished to extend its very best wishes to Barry Varney who had suffered ill health but had recently received treatment and was expected to make a full recovery;
 - b. DH asked if she was empowered to refund the monies held for a letting of the facility at end June and it was confirmed that she and CP were;
 - c. It was noted that HAFC were not permitted full training and that the sessions were limited to just 6 players for the time being.
13. Dates of next meetings were noted to be : **CoM: 15 September, Ops : 15 July 2020**
Approved on 15 September 2020 : signed by Acting Chair : Ric Fowles