

Minutes: Longformacus Village Hall Committee (LVHC)

Date: 1st Sept 2020

Present: Adrian C., Ettie S (Chair), Jonathan W (Minutes), Keith N.

In attendance: Kim Drysdale, Heather Bewick, Zoe Munro

Apologies: n/a

		Resp.
1	Welcome and apologies.	
2	Minutes from previous meeting. Matters arising. Actions Last meeting was before lockdown. Minutes agreed. All matters arising coming up in the current agenda.	
3	Chair's Report. Throughout the period of lockdown, the hall lobby was opened as a Hub for Book/DVD exchange and food exchange. People also donated plants, clothes etc. The Hub also hosted the Food Larder, resourced by Fair Share. Pauline Stewart and her team made deliveries of food to people from the Larder, and Heather and Ettie also delivered food and fuel to people as requested. Besides the food, the book exchange was well used; the DVDs – not so well. The Hall had to be closed during lockdown, strictly in line with Scottish Government guidelines. The Hub has now been closed. As the lockdown is ending, the Village Hall can be re-opened from September 14 th , on a limited basis, but it has to be first be thoroughly cleaned. This too is in line with government guidelines. There is now a Longformacus Village Hall Gmail account – longformacusvhc@gmail.com – so all enquires to the committee can now be sent to, and answered from, this account. Hall bookings will continue to go through Zoe Munro, and can be made via the Lammemuir Live website.	ES
4	FINANCE Kim has instigated the process of setting-up of a new Bank Account with Barclays. We were successful in our bid to Scottish Borders Council for £10,000 towards the current and future running costs of the hall, this money been given in relation to COVID 19 to mitigate the lack of income that village halls in general were experiencing during lockdown.	

5	<p>HALL – Security; Health and Safety; Housekeeping</p> <p>It is not possible to have the Hub open at the same time as the Hall, because to be compliant with Scottish Government guidelines, we have to implement a clear one-way system through the hall, offer clarity on cleaning policy both during and inbetween groups, and ensure our Risk Assessment is complied with by all.</p> <p>Adrian C proposed that, given our limited resources, we tried to ensure that the hall was cleaned properly every other day, that Saturday was reserved for deep cleaning and on Sunday the Hall was closed. Trying to accommodate those who had so far requested use of the hall, our current compromise would be Monday evenings for Yoga, followed by cleaning; Tuesday and Friday for the Food Larder; Thursday for the Playgroup. All inbetween-times were needed to ensure proper cleaning. We are investigating the use of a fogging machine to assist with cleaning. All this would be reviewed on a monthly basis, and/or as government guidance changed.</p> <p>Every group using the hall will need to provide the committee with their Risk Assessment and take responsibility for basic cleaning of surfaces after use. They will also have access to a copy of our Risk Assessment. Each group organiser will be responsible for Test and Protect type issues, for their group – ensuring they collect names and phone numbers of all group users.</p> <p>The one-way system means entrance to the hall is by the front door – where the Hub was based – and exit by the back door, near the kitchen. The men’s toilets will be closed, and the women’s toilet will become unisex, in the first instance.</p> <p>We have taken advice from BAVS as well as Scottish guidelines on this approach and will keep it under review. Heather Bewick will co-ordinate the cleaning, the one-way system, and maintaining our standards of compliance.</p> <p>BOOKINGS.</p> <p>The Yoga group – run by Amanda Mitchell. Agreed it would re-start in October, in line with current restrictions.</p> <p>The Food Larder – originally a request for use of the hall on three days a week. two half days have been offered at this time, with regular review as restrictions are revised.</p> <p>Playgroup – agreed on Thursdays. The organisers are currently weighing up the best way to run this, within the guidelines</p>	<p>JW</p> <p>KN</p> <p>ES</p>
6	<p>Planning Application</p> <p>Planning application is still with the Borders Council for last checks. Builders have put in tenders. The process has been slowed down because of COVID 19 restrictions.</p>	<p>ES</p>
7	<p>SCIO</p> <p>We took advice from OSCR at the start of the lockdown re: holding an AGM for LVHC. They advised we should re-visit this post-lockdown. To operate as a SCIO we had to first transfer the Village Hall assets to the new organisation. This has</p>	<p>JW</p>

been a fraught process. First, getting the lease changed to accommodate the change of name – *Longformacus Village Improvements Committee* to *Longformacus Village Hall Committee* - has been an extremely lengthy process with Scottish Borders Council. This was finally agreed in February 2020. Second, getting the name changed on the bank account is still ongoing. We are now changing banks!

With the new lease from the council, and when the change in bank accounts has been concluded, we should be able to finalise the SCIO. Once this has happened we have forty days to announce elections for a new board. We are currently awaiting further advice from OSCR, given the recent restrictions issued in the light of COVID-19 cases increasing again - and the delay in being able to transfer assets to a new bank account. (Late Sept 2020.)

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A.O.B

Next meeting: November 3rd 2020, 7.00pm. Subsequent meetings to be on the first Tuesday of the month, occurring every two months.