

# Minutes: Longformacus Village Hall Committee (LVHC)

**Date:** 3<sup>rd</sup> Nov 2020

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

**In attendance:** Heather Bewick, Zoe Munro, Johnny Fisher (newly responsible for Lammemuir Live website)

**Apologies:** Keith Noddle; Kim Drysdale

		Resp.
1	<b>Welcome and apologies.</b>	
2	<b>Minutes from previous meeting. Matters arising. Actions</b> Minutes agreed. All matters arising coming up in the current agenda.	
3	<p><b>Chair's Report.</b></p> <p>Hall development – the proposal for the extension to the hall has passed its final stages through planning, and the builder is getting a quantity surveyor's report, to confirm pricings. Work will start after that.</p> <p>The Committee purchased an external food container, in support of the Food Larder, which is sited outside the hall. The Food Larder continues to use the hall on one day a week.</p> <p>It has been proposed that we look at ways we can open the hall up a little more, in line with COVID 19 restrictions and guidelines, after the success of both Yoga and the Food Larder. 9 small round tables have been purchased from the hall funds. They would enable groups to manage social distancing of 2m. by allocating one table to each permissible grouping. The Windmill Café will open on 21<sup>st</sup> Nov and 5<sup>th</sup> Dec using these tables and following all other guidelines. We have consulted with the consultant at BAVs who has okay-ed this proposal.</p> <p>We would also like to consider Table Tennis, and Film nights using similar guidelines.</p> <p>Talks are underway with the Playgroup organisers about how future playgroups might run. All this is in acknowledgement of the challenges of social isolation that more and more people are experiencing as we head towards winter.</p>	ES
4	<p><b>FINANCE</b></p> <p>Kim is currently off, recuperating after an operation. We send him our best wishes. Our accounts stand at around £7,000. The 9 tables cost about £2,000.</p>	

5	<p><b>HALL – Security; Health and Safety; Housekeeping</b></p> <p>In line with COVID guidelines, the hall is being thoroughly cleaned after each activity and attenders are complying fully with guidelines. Any new activities will have to take into account the time and work needed for cleaning to take place, and decisions will be made in relation to how possible this is, time-wise. Below is a summary of the guidelines as laid out at our last meeting. Posters outlining BAVS COVID 19 guidance are on the walls of the hall. Our own risk assessment is available on request, and on the Lammermuir Live website.</p> <p><i>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.</i></p> <p><i>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.</i></p> <p><i>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.</i></p>	HB
6	<p><b>CHRISTMAS TREE</b></p> <p>It was proposed that Melvin Landale be asked to put up a 7 ft Christmas Tree outside the hall, decked with lights.</p>	ES
7	<p><b>SCIO</b></p> <p>We have taken further advice from OSCR and now await their completion of a process enabling us to change bank accounts, and operate fully as a SCIO. We then have a period of 30 days to announce an EGM, at which new officers can be elected to the committee. We anticipate this will happen towards the end of January, and in preparation for this, we are asking individuals in the community to consider standing for election. The EGM will probably take place online. It has been traditionally challenging to get new officers for this committee. But without that infrastructure, the village hall would be unable to operate. So please consider whether you could commit to a meeting once every two months. Any interested parties, please contact the Chair of the committee.</p>	JW
8	<p><b>A.O.B</b></p> <p>Next meeting: January 12th 2020, 7.00pm. Subsequent meetings to be on the first Tuesday of the month, occurring every two months.</p> <p>Adrian raised the issue of uneven flagstones leading to the cellar. It was agreed to ask Chris Munro about path refurbishment.</p>	ES