

**Minutes of the Virtual Meeting of Hamsey Parish Council as Sole Trustee
of Beechwood Hall and Rural Park,**

Registered Charity Number 206200

Held on Google Meets Platform on Tuesday 28th July 2020 at 7pm

This meeting was not open to the public.

Present: Cllr T d'Arienzo, Cllr I Ginn, Cllr K McBrown, Cllr R Kelly, Cllr C Henry,

Keavy McBrown, Hall Manager and Mrs N Kinch, Clerk to Hamsey Parish Council

Meeting started at 7.15pm due to some technical errors. Unfortunately, Cllr Ginn missed the first few minutes due to issues accessing the platform

1. Chair welcomed everyone to the meeting.
2. The minutes from the last meeting held by Hamsey Parish Council as Sole Trustees of Beechwood Hall, on Thursday 9th July were agreed and signed as a true record.
3. Chair explained to all present that at the last Parish Council meeting on July 9th 2020, it was decided that the vacancy for the cleaning contractor would remain open and interviews would continue for a further two weeks – as minuted 07.20.9. However, since then no other applicants have applied for the role. Therefore, the remaining applicants have been assessed as to their capabilities for the role. Unfortunately, one candidate did not have the flexibility to provide cover for the weekends which is a busy time for hiring the hall. One candidate had family connections so this was deemed as a conflict of interest, as well as limited availability on Saturdays. The third candidate has extensive knowledge in the running and managing of a village hall, as well as good experience with the cleaning role.

Initial concerns have been raised by Cllr McBrown and Keavy that the candidate may be over qualified for the role and therefore seek to make additional managerial changes, concerns over the flexibility of the role and it's burdens on the candidate have been raised. These issues have been clarified by the candidate herself as not the case, she merely wishes to take on the cleaning contractor role and is happy with the flexibility.

Chair proposes Jane for the role, seconded by Cllr Kelly and agreed by Cllr Henry.

The position is appointed to Jane Donovan on a three- month probationary time period. Jane has also agreed to maintain the cleaning of the outside toilet at Beechwood Hall so this can then be reopened. Date to be confirmed. Jane shall be appointed from the end of August 2020.

Training was requested for the process of interviews for future roles and the need for good communication was highlighted.

Chair will contact Jane Donovan to tell her she has been appointed the role, Cllr McBrown will contact one candidate and Keavy will contact the last candidate to let them know of the outcome.

4. The increase in hall hire charges to regular hirers has been discussed and agreed by all to bring into line the hourly hire rate to £12p/h so all regular hirers are paying the same amount and no less than local residents. It was highlighted that at present many regular users are being charged less than the reduced hourly rate of the residents hire charge. These currently stand at £10p/h for residents and anyone out of the parish pays £15p/h. Nearby halls are charging on average £4/hour more than Beechwood Hall. Contracts for regular hirers should also be renewed on a 6 monthly basis rather than a yearly basis. Agreed:

Terms and Conditions with parity across regular hire charges to be introduced together ready for hall re-opening, and reviewed every 6 months thereafter.

All regular hirers will pay £12/hour which is the middle ground between residents' hire rate of £10/hour and non-residents' rate of £15/hour.

Other local halls are charging a higher rate than Beechwood Hall, but it is felt that at this time we should hold our prices at this lower rate until the economy and people's situation improves. Review in 6 months.

New Terms and Conditions shall be drawn up to comply with Covid-19 safety measures that hirers will be asked to abide by at all times when hiring the hall. Regular hirers for groups will be asked to show a copy of their own risk assessments. In order to prevent an extra surcharge for extra cleaning measures, hirers will be asked to additionally clean any surfaces and touch points after their session with anti-viral cleaning products to ensure this is left at low risk for the next user, and sign to say this was carried out. The usual cleaning tasks will be required too.

At present the hall shall remain shut until the Covid-19 risk assessment has been carried out and all additional safety measures are in place.

The reopening date is 1st September 2020 as agreed by all.

Concerns over a second wave of Coronavirus have been raised by Cllr Ginn and Cllr McBrown. The reopening of the hall is subject to Government Guidance and is subject to change, should an outbreak in the vicinity occur then the hall will remain closed.

Cllr McBrown and Cllr Ginn have also raised concerns over the use of the kitchen, posing as a high- risk area. Chair raised concerns about the use of a kettle outside the kitchen. The reopening of the kitchen shall be reviewed nearer to the hall opening date of September 1st 2020.

Due to the hall dimension, it has been determined that once reopened, under the current Government Guidelines the hall will only be open to a capacity of 22 people at any one time following socially distancing guidelines and safety measures. This will be reviewed on release of further guidance from Gov.uk and Public Health England.

Information regarding the hall reopening, all documents for the Risk assessment and new Terms and Conditions shall be placed on the Beechwoodhall.org website.

5. Frequency of hall hire at the present time has been agreed by all as of September 1st 2020 to be 2 bookings per day maximum. This is to allow sufficient cleaning and keep the risk of contracting Coronavirus as low as possible. This shall be reviewed with any changes to the current guidelines. Keavy McBrown left the meeting at this point.

6. Chair gave a brief update on the future project of the all -weather access path around the grounds at Beechwood Hall. A ditch has been identified which needs to be investigated, where the proposed path would be placed. The ditch shall be investigated fully and questions have been raised how the removal of the brambles from the area would also affect the biodiversity of the area. Cllr Kelly suggests maybe the ditch is where excess rainfall flows. Cllr Ginn to inspect the area. Cllr Henry has suggestions of creating additional wild flower areas and a range of projects including bug hotels to encourage the wildlife and offset the environmental impacts the path may create. These shall all be considered once the area has been inspected.

Chair discussed The Community Infrastructure Levy Fund (CIL) expression of interest round for Lewes District Council has a deadline of August 10th 2020. This money, if awarded would be used to provide the all access weather path to enable all visitors to Beechwood Hall, whether they be on a bike, in a wheelchair or pushing a pram to access the grounds. Cllr Kelly has agreed to fill in the forms and submit an application. Clerk to send over any relevant information required for the forms.

7. Plumpton FC have been in contact with the Chair to request that they can be allowed to train at Beechwood Hall mid – week nights throughout August and on occasion on a Saturday. Plumpton FC have a long- standing history with the community of Hamsey Parish, with many of the local residents in particular the children forming the teams of Plumpton FC. They very generously donated money in the past few years towards the purchasing of the football goals. They have offered to carry out maintenance on areas of the ground where holes have formed and they shall happily invite any local resident at the hall during training times to join in should they wish too.

All in agreement that they can train mid-week throughout August however Cllr Kelly and Cllr McBrown have concerns of who takes priority of the football goals and any back lash from local residents. Matches are a concern due to the hirers of the hall. At present only training has been agreed. Chair will contact Plumpton FC to get their proposal for September onwards.

Chair thanked everyone for attending and finished the meeting at 8.55pm

Prepared by Mrs. N. Kinch 29.07.20

Chair.....

date.....

