

## The Year of COVID 2020

The planned meetings and events did not take place at Pudleston Village Hall following the outbreak of coronavirus early in the year 2020 and the lockdowns and restrictions that followed.

The only face to face Committee meeting of the year was held on 10/02/2020, since then all matters have been considered either virtually or by small sub-committees during lockdown easing. As a result, there are no formal minutes of meetings from March 2020 and no Face to Face AGM was held.

To ensure records of virtual discussions and other items are recorded I have created a folder of the main considerations. I have not always included all the committee contributions but have attempted to provide a cross section of the various debates that have taken place.

I have sectioned the file according to key areas.

### 1. Chairman

We had planned the AGM for 12/05/20. This could not take place, but reports were submitted by the Chairman and Treasurer and circulated.

Sarah Arrowsmith was welcomed back to the committee.

Resignations were received from Judy Middleton, Susannah Edmunds and Colin Patton.

The essential piece of work was keeping up with CoVID guidelines and ensuring all meetings etc were in line with the then current guidelines. Sarah Arrowsmith took the lead in this matter. She was initiated the first Book Club meeting in April.

Pudleston Books kept going throughout lockdown and proved to be a much used and appreciated community resource during this time.

A virtual meeting was held 29.07.2020

An Emergency General meeting was proposed 9/11/2020 to consider the future chairmanship of the hall as Robin expressed a wish to step down as Chairman. This was unable to take place due to a further lockdown. Robin continued as Chairman.

### 2. Treasurer

The treasurer has kept the committee informed throughout the year of PVH financial position.

AGM Account May 2020

April to July account

July to October account.

January 2021

Banking, we have set up new electronic banking users to allow BACS payments and opened an iZettle account for cashless payments.

We have continued to enjoy free ultra- fast broadband from Gigaclear

A review of bar and Licensee training looked at in 08/2020,

Electrical survey undertaken and works had to be completed cost £1150. (12/2020)

New sit on mower donated by Susannah in May 2020

Large Cupboard roof repaired at a cost of £218

### 3. CoVID Risk Assessment

A huge amount of work, led by Sarah, produced a comprehensive Risk assessment document. This live document is updated in view of new guidelines. This working document was the result of much consultation and review by all. In August following discussion with Hereford Council we were able to refer to PVH as a Covid Secure Venue.

Update sent 2/12/2020

### 4. Custodian trustees and trustee status.

Questions have arisen regarding the make up of the committee and the use of titles, Trustee and custodian trustee. The Charity Scheme allows for Elected and representative membership." All Members should sign a document accepting and a willingness to act in the trust of this Scheme" (This is currently not happening and must be reviewed when we meet in 2021.)

We also reviewed the role of Custodian Trustee in the Autumn. The Parish Council were appointed to this role according to the Charity Commission documents from the 1990s. However, the Parish Council have no record of this. Much research and correspondence followed and the Solicitors Norris and Miles in Tenbury, were consulted. Concerns were raised by PC about financial responsibilities, and legal position. As a result of documents produced by PVH, this matter is now resolved.

Copies of annual accounts must be seen by the PC and the PC must appear on the hall's Insurance documents.

### 5. Audio equipment

In October it was agreed to complete a grant application to obtain a projector and sound equipment for the hall. This had been previously considered in the summer. Colin had completed a great deal of research originally.

Unfortunately, we were not successful in the application but following full consultation and as we had received a government grant, it was agreed to proceed. As a result "Purple Cats"

Will fit equipment January 2021.

Investigation undertaken to look at necessary film Licence and how Arts alive operates for Independent users.

It has been suggested that the next thing is to improve the general acoustics at the hall.

### 6. Music & events

The planned bike Event (May) had to be cancelled as a result of Lockdown.

Following the completion of the Risk Assessment and the easing of lockdown we began to consider future outdoor events. (People were still not allowed to meet inside). As a large group could not meet two sub committees were created to meet outside and discuss possible solutions.

A picnic was considered to bring the community together and a way to trial the RA provisions. Eventually this proved to difficult to organise in the time available.

An outdoor music concert was held 4/10/2020, bringing Kim Cypher to PVH. A great deal of detailed planning was undertaken to ensure the event was safe.

#### 7. Website

Our Website provider Mr Site announced it was closing 20/06/20.

This coincided with a desire to modernise and improve our website. The website was redesigned by Sarah using TSOhost.

#### 8. Fresh fruit Veg and Fish deliveries

From March, throughout the year Fresh Fruit Vegetables and fish have been delivered every week to Pudleston. (occasionally bread, beer and cheese too!) This service has been provided by Cherries and Berries and Pauls Fish from Leominster market.

It has been managed by Helen, and Graham and Rachel Bailey and local volunteers have distributed the produce to residents.

#### 9. WiFi Policy

This was written in the spring and approved in November 2020

#### 10. Community First

It was agreed in July 2020, to subscribe to Community First at £50 per annum. They provide useful updates to village halls and this will help us manage our affairs and ensure we always act within current guidance.

#### 11. Safeguarding

This is always an important issue in any organisation and one we need to look at in 2021.