

**MINUTES OF THE YOXFORD PARISH COUNCIL MEETING,  
AS SOLE TRUSTEE OF YOXFORD VILLAGE HALL,  
HELD VIRTUALLY VIA ZOOM MEETINGS ON THURSDAY 3<sup>RD</sup> SEPTEMBER 2020 AT 8:30 PM**

**1. Attendance and Apologies**

**Attendees:**

Cllr. Russell Pearce – Chair  
Cllr. Paul Ashton – Vice Chair  
Cllr. Ann Lambert  
Cllr. David Tower  
Cllr. Ian Shaw  
Cllr. John Sutherell  
Cllr. Stephen Siddall  
Cllr. Sarah Barrett  
Cllr. Kara Cowie  
Cllr. David Childs

**Apologies for absence:**

None.

**In Attendance:**

Sharon Smith - Clerk/RFO

**2. Village Hall Matters**

a) The Council noted that the Management Committee would now be known as The Friends of the Village Hall. The Council discussed the draft list of key responsibilities and how these might be divided between the Friends and the Trustee, attached as Appendix I. Cllr. Ann Lambert reported that the Friends had agreed with the list at its recent meeting. The Council also agreed with the list which will be kept under review and amended as necessary. The Council briefly discussed the merits of an online booking system.

**ACTION: Cllr. Ann Lambert to discuss an online booking system with the Friends.**

b) The Council discussed the Friends' plans to re-open the hall to affiliated members and groups. A gradual re-opening is suggested with priority given to activities that support the elderly and isolated in the village while remaining conscious of the risks to this group. Provision will be made for hand sanitising, social distancing will be observed and a register of attendees will be kept. A minimum period of 48 hours will be maintained between activities to minimise infection and protect hall users and the cleaner. The proposal is to re-open the hall on Monday for the Post Office in the small hall and the Coffee Morning in the large hall, on Wednesday for Gentle Exercise in the large hall and then deep clean over the weekend. This schedule will be kept under review and will take account of any changes in government guidance. The Council agreed with the principle to reopen the hall as suggested but queried whether a period of 72 hours was required between activities. It was agreed to review the government guidance and take a decision by email.

**ACTION: Council to review the government guidance.**

c) The Council received a report from the Tree Warden regarding a cherry tree overhanging the boundary and agreed no immediate action was necessary. It was noted that there are a number of trees on the boundary, including this one, that will need to be removed in the future.

**ACTION: Clerk to ask Laura Greenberg to inform the resident who raised the concern.**

d) Cllr. Russell Pearce reported that maintenance work had been on hold due to the coronavirus pandemic but he hoped this would resume shortly. Cllr. Ann Lambert said that the security light in the car park is on day and night.

**ACTION: Cllr. Russell Pearce to inspect and repair.**

e) The Council authorised the payment of Birkett's latest invoice for £954.00. Cllr. Stephen Siddall informed the Council that Birkett's fee estimate was £4,700 and the two interim bills to date

total £3,490 which leaves £1,210 in the budget. The remaining tasks to update the Charity Commission and to apply for the first registration of title should be well within budget.

### **3. Next Meeting**

The Council agreed to hold Trustee meetings every two months and confirmed the date of the next meeting will be Thursday 5<sup>th</sup> November 2020 immediately following the Parish Council meeting.

The meeting closed at 9:15 pm.