

**Minutes of Llandyfaelog Community Hall Committee meeting
held in the Hall Car Park (social distancing – COVID-19)
16th July 2020 at 8.00pm**

1. Present: Sarah Walters (Chair), Mair Stephens, Shan Rees, Carys Thomas, Janet Knott, Janet Davies, Bridget Owen, Rob Kirby, Karen Sallis, Rheinallt Jones and Arfon Davies (Secretary).

Apologies: Lisa DeKroon, Sandra Lines and Rowena Phillips.

The Chair noted the recent passing of Committee member Ronald Thomas and expressed the Committee condolences to Rowena Thomas on the recent passing of her sister. The Chair also welcomed Cllr Rheinallt Jones as the new representative for the Community Council along with the Hall Caretakers, Karen and Rob to their first meeting.

2. Minutes of the meeting held on the 23rd January 2020 were confirmed and signed.

3. Matters Arising

1. Hall Maintenance Works – A quote was received from Barry Doyle Carpentry in the sum of £315 for the repair of the Bro Pedr side fire exit doors and installation of a low level threshold for the main entrance. It was agreed to request prices for full replacement of the Bro Pedr doors with wooden or UPVC versions.

It was noted that damage had been caused to the Hall Car Park Barrier and wall by a lorry or van. The Secretary confirmed that a builder would be repairing the wall and Star Forge had agreed to repair the barrier.

An issue was also noted with water ingress into the wall adjacent the Committee room door. This will be looked at when the car park wall was repaired also.

2. Xmas Tree Lighting

The matter will be discussed at the September meeting.

3. 100 Club

The Treasurer noted that 75 members had paid their annual membership fee, further members will be chased for payment. It was agreed that the first draw would be held in the September meeting with all draws completed by the Christmas period.

4. Access rights to Bro Pedr Garages through Car Park

The Secretary confirmed that there were no documents available in the Hall records. He will contact the residents who may have a letter confirming the position to obtain a copy.

4. Correspondence

- 1. Carmarthenshire County Council** – Cancellation of the booking for the Police and Crime Commissioner Election on the 7th May 2020.
- 2. Carmarthenshire County Council** – Gambling Act 2005. Registration for the 100 club.
- 3. ABS Carmarthen Fire Protection** – Annual Maintenance of the Fire extinguishers. Cost was £102.24.

5. Payments

The Treasurer confirmed the following payments:

- Community First Insurance - £591.62
- Carmarthenshire County Council (Sewerage Charges) - £245.45
- Heating Oil - £246.00

6. Possible Re-opening – COVID-19

The Secretary noted that the Hall following Welsh Government Guidance had closed due to the COVID-19 outbreak in late March. An announcement had been made by the First Minister confirming that Community Centres could re-open on Monday 20th July 2020. The Committee therefore discussed possible arrangements that would be required to enable this to happen:

- Additional signage promoting social distancing and hand washing had been provided in the Hall
- Hand sanitisers had been placed at the Hall entrance and kitchen entrance.
- It was agreed that in the short term a clear gap of 72 hours would be implemented between hirings.
- Hirers would be required to wash all surfaces used and to utilise their own equipment wherever possible.
- Sanitising of high use areas would be carried out by the Caretakers before hirings.
- The Hall booking form was amended to reflect these changes and to request information from each prospective hirer of the arrangements they would have in place to safely re-open while protecting their members / users.

The Secretary will contact hirers to make them aware and will arrange to place a poster on Notice Boards to confirm that the Hall was available for hire from the 20th July.

7. Summer Event

It was agreed that due to the ongoing COVID-19 situation that a Summer Event would not be possible this year.

8. Grants

It was agreed that if possible, the Hall should be renewed with suggested works as follows:

- Door replacements
- Roof renewal
- Ceiling raised
- New furniture
- Painting internally and externally

The Secretary will make enquiries for possible funding.

9. Any Other Business

1. It was agreed that the next meeting and AGM of the Committee would be held on the 10th September.
2. The possibility of installing an honest box for payment by users of the Hall Car Park was discussed.
3. Bridget Owen was thanked for providing new flowers for the Hall flower planters.