

MINUTES

Sub-committee meeting of Wenhaston Village Hall Management Committee Tuesday 30th June 2020 outside at Coles Hill 10.30am

Present: Sally Amery (Chair), Peter Wildish (Vice Chair), Jan Clements,
Lyn Gedny, Kevin Dean.

- 1. Welcome and purpose of the group**
 - a. Purpose of the group is to discuss the measures needed before we can re-open the hall as a result of the Coronavirus COVID-19 pandemic and report back to the full Management Committee.
- 2. Shutdown easing and issues regarding re-opening the village hall - differing viewpoints**
 - a. The village hall can officially open after the 4th July provided we meet Government COVID-19 secure guidance for keeping staff and customers as safe as possible.
- 3. Go through the Acre Information sheet and discuss in conjunction with Gov.UK guidelines dated 24th June.**
 - a. The group went through this and then discussed requirements in more detail below.
- 4. Discuss cleaning arrangements**
 - a. Janice cleans for 1 hour Wednesday lunchtime and 4 hours on Sunday morning. The group felt it wasn't practical or affordable to pay for more cleaning hours which would be required if we were to ask her to clean after every booking. The group recommends that she continues to clean as usual to keep the hall clean, pending some groups and activities re-starting and in the meantime additional jobs can be found for her to fill her hours.
- 5. What we have to do to prepare – go through spreadsheet.**
 - a. The spreadsheet has been updated to include the recommendations the group suggested.
- 6. Go through e-opening questionnaire to send to regular hall hirers and amend.**
 - a. Appropriate amendments were made to the sample document and will be circulated in due course for approval.
- 7. Go through Risk Assessment for re-opening the hall.**
 - a. Appropriate amendments were made to the sample document and will be circulated in due course for approval.
- 8. Go through Hirer's Risk Assessment.**
 - a. Appropriate amendments were made to the sample document and will be circulated in due course for approval.

9. What activities could start before others – pending more advice to some degree.

- a. Requests received so far - PC 12th August, Blyford PC wanted 20th July. Until more detail is received from CAS we weren't sure whether some activities can restart yet, but Jan confirmed that neither table tennis or badminton can.

10. Hall own activities

- a. Café – the Café team will be asked again for their ideas for re-opening and their plans will be circulated to the Committee for approval first before volunteers are approached.
- b. Cinema – the Cinema team are happy to re-start but concerned about taking cash. The difficulties of alternatives were discussed and the need for either broadband or a mobile phone which would work in the hall for card payments. Alternative means of taking cash without handling it were discussed.
- c. Kurling – Jane and Eileen do not wish to start yet and anyway it would not be allowed to under the current restrictions.
- d. Craft market – This would be unable to start yet anyway.


11. Continue paying Jane – 1st July payment is for June.

- a. The group felt we should continue paying Jane in full as Jane is a key contact in plans to re-open the hall and distributing the necessary paperwork.

12. Questions for the Zoom Q &A session depending on time allowed.

- a. What activities can we start eg Ukulele (with or without singing, Table tennis, badminton etc (Gov advice says community centres can open but sports venues can't)?
- b. Can we start Committee meetings of 12 people in the hall?
- c. Handling cash payment advice if no internet and no phone service available.
- d. Clarify that we can allow a quarter of our normal capacity subject to adequate social distancing or are we restricted to 30 at present?

Signed.....



Sally Amery (Chair)

21/7/20

Signed.....



Peter Wildish (Vice Chair)