

MINUTES

Sub-committee meeting of

Wenhaston Village Hall Management Committee

Tuesday 21st July 2020 outside at Coles Hill 10.30am

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

1. **Welcome and everyone present.**
2. **Minutes of the sub-committee meeting of 30th June** were unanimously approved.
3. **Matters arising.**
 - a. Acre sent an amended information sheet on 4th July which answered our questions for the Zoom meeting and were discussed below.
 - b. The café team have produced recommendations for how they could operate.
4. **The amended Acre Information sheet of 4th July.**
 - a. Additional points raised were noted for inclusion in the various documents we are producing.
5. **Government updated guidance** was discussed and a link to further information will be circulated by Peter.
6. **What we have done to prepare – go through spreadsheet.**
 - a. The spreadsheet has been updated again to include all updates and changes.
7. **Go through Re-opening questionnaire to send to regular hall hirers.**
 - a. The first month listed for possibly returning to the hall was amended to September.
8. **Go through Risk Assessment for re-opening the hall.**
 - a. Some further amendments were made which Kevin will now type up and circulate.
9. **Go through Hirer's Risk Assessment.**
 - a. An additional point was added.
10. **Covid-19 poster for display.**
 - a. This was approved and will be dated August.
11. **Café/Cinema.**
 - a. The Café team recommendations were discussed and some amendments made which Kevin will now circulate to the Café Team for their approval. Volunteers will ensure the tables and chairs are in place prior to coffee mornings.

- a. Acre's latest information regarding film shows was discussed and will be passed on to the Cinema Group.

12. Update cleaning/safety provisions.


- a. Appropriate information given in the Acre Information sheet (2.4a and 2.10c) will be passed on to the Cleaner.


13. Any other business.

- a. The guidance sent by East Suffolk Council and Suffolk Constabulary regarding the Premises license was considered. The license allows for drinking ON THE PREMISES ONLY and an extension to allow drinking outside would cost an additional £89. Given the hall's proximity to near neighbours this was considered unacceptable.
- b. Blyth Spirits have enquired about holding their meetings in the hall monthly on the third Wednesday during the afternoon once we are open again.

14. Discuss plans for a full Committee meeting.

- a. The group felt we could consider re-opening from early September depending on the situation prevailing at the time. All documentation has to be approved by the full Committee and a questionnaire circulated to regular hirers.
- b. The group considered meeting online eg via Zoom but given the scale of the documentation and restriction of debate in a Zoom meeting, agreed that an actual meeting in the hall was necessary. Our decisions must be recorded in our minutes and we need to state why we are opening, or not opening and that this matter has been carefully considered. Social distancing is easily maintained in the hall and all the measures recommended will be followed to provide a safe environment.
- c. Latest Government advice states that as from 1st August those clinically extremely vulnerable people will no longer be advised to shield.
- d. A meeting date was proposed but will have to be postponed and re-organised due to other commitments.
- e. The group discussed how we would notify villagers of re-opening, ie via notices and the Warbler.

 10/8/20


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