

**Minutes of special meeting to discuss the re-opening of The Village Hall  
during the Coronavirus pandemic**

**July 13<sup>th</sup> 2020 2.00pm**

**Present:** Keith Rolfe (**Chairman**) (**KR**), Katherine MacIntosh(**KM**), Heather Ballantine (**HB**),  
Jill Edwards (**JE**), Michael Shipp (**MS**), Cora Smith (**CS**), John Millward (**JM**), Paul Diamond (**PD**)

**KM took the minutes for the meeting.**

**Apologies:** Vic Hart

1. The meeting began by **KR** asking everyone if they were in favour of re-opening the hall, all were in favour.
2. **JE** confirmed that she had had positive feedback from the sequence dance group, they are keen to get started again. Coastal Leisure have also been in touch regarding the possibility of starting their classes again in September.
3. **MS** is keen to get indoor bowls going for the locals at least.
4. **JM** said that he had just heard on the lunchtime news that the wearing of facemasks was probably going to be compulsory in shops (this indeed, was the case). Would this therefore mean that everyone would need to wear masks for indoor activities in the village hall when social distancing was not possible?
5. **KR** went on to speak about cleaning the Hall in line with the rules provided by **ACRE**. This was going to be very difficult when deciding who takes responsibility for it. Will it be the Hall or the users/hirers? This was all going to cost quite a bit given that our current cleaner only comes every two weeks at a charge of £50. **CS** asked if we might be entitled to either of the two grants available (RHL or ELD) to assist halls. **KR** said that he had looked briefly at this and drawn a blank, **PD** said he would take a look. **KR** also pointed out that we already had 100% rates relief.
6. **PD** said that if he was a Hall user he would want to know that it was clean and had been cleaned by the previous users. He also said that the policing of facemasks was going to be very tricky. Will we be able to trust users to clean the hall properly? Maybe we might need to consider charging groups for extra cleaning.
7. **KM** suggested that maybe groups like Coastal Leisure, who have several classes going on during the week, might like to have them on the same or consecutive days to help with their cleaning. This might mitigate the extra cost to them.
8. **JM** said it was very hard to plan for September when we have no idea if it will be safe by then.
9. **HB** said that we cannot put life on hold. There are many individuals in the village who haven't been out of their houses and who are very much in need of a social meet-up. People who use the Hall need to take responsibility for their own health. It comes down to common sense, that people who are worried can make their own decision when it comes to using the Hall.
10. **KR** asked if we were happy to put signs and directions within the Hall, this will cost. **CS** asked why we couldn't make them ourselves.

11. **JE** pointed out that if we carry out the set risk assessment within the **ACRE** document, groups will be able to see that we had taken our responsibility seriously. She also said that she would contact all the hirers.
12. **JM** said he was willing to share the electronic copies of document he had already prepared for the opening of the church, if it would save on re-inventing our own. (This has already happened)

**Appendix A checklist:**

The next step was to go through the checklist and decided who would carry out each requirement before we meet up again.

<b>Advise the Hall's insurers</b>	<b>KR</b>
<b>Check security code and key log is up to date</b>	<b>JE</b>
<b>Carry out COVID risk assessment</b>	<b>PD and HB</b>
<b>Consider if additional cleaning is needed, where/when</b>	<b>Cleaner/Hirers</b>
<b>Discuss with cleaner changes in work patterns</b>	<b>KR</b>
<b>Ensure the cleaner has appropriate PPE</b>	<b>KR/Cleaner</b>
<b>Flush through water system for 5 minutes</b>	<b>KR</b>
<b>Carry out routine health and safety risk assessment</b>	<b>KR/VH/MS</b>
<b>Ensure fire safety assessment is up to date</b>	<b>KR/VH</b>
<b>Provide handwash facilities and paper towels</b>	<b>CS</b>
<b>Consider engaged/vacant signs for toilets</b>	<b>Hirers</b>
<b>Provide signage</b>	<b>HB</b>
<b>Think about social distancing in corridors, ent/exit</b>	<b>Hirers</b>
<b>Prepare special hiring conditions</b>	<b>JE</b>
<b>Consider marketing and communications</b>	<b>KM</b>

The meeting finished at 3.20pm.

Next meeting **August 10<sup>th</sup> 2pm at The Village Hall**

**Extra business:**

**Paul Diamond** was proposed **CS** and seconded **HB** to be our new treasurer. The committee voted unanimously in favour.

