**Minutes of Special Meeting to discuss the re-opening of The Village Hall**

**during the Coronavirus Pandemic - 2**

**Date / Time: 10th August 2020 / 14:00 Venue: Village Hall**

**Present:** Keith Rolfe (chairman), Paul Diamond, Katherine MacIntosh, Jill Edwards, Heather Ballantine, Michael Ship, John Millward, Cora Smith

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

**Minutes/Matters Arising:** **KM** said that she had corrected the mistake identified in the last minutes.

**Introduction:** **KR** began by saying that he would like to thank several people before we started the main part of the meeting:

* **Vic Hart**, who has decided to step down from the committee, for all his work over the years;
* **Keith Alexander** for the new crockery, kindly donated to the hall, all of which was washed by **CS**, **Hazel Rolfe** and **KR**;
* **Chris Fox** for his work on auditing the accounts and treasurer’s information for the year ending 29-02-20;
* **Michael Ship** for fixing the brooms to the wall in the store cupboard and putting up shelves to hold the cleaning products sourced by **CS** and brooms donated by **Debbie**;
* **Jill and Max Edwards** for the hand sanitisation equipment in the porch;
* And to all who have been working on the various items to allow us to re-open the hall.

**Audit of ACRE Checklist**

**Advise the Hall’s Insurers** - **KR** has spoken to our insurers who said they didn’t need anything until such time as we have a date for opening.

**Check security code and key log is up to date - JE** said that the key code is still the same for the safe outside the building. The two store cupboards are to remain unlocked. All spare keys are to be kept in the kitchen in a cupboard. **JE** will buy a safe to put them In and all the keys will be labelled.

**Carry out Covid Risk Assessment – HB** and **PD** had spent a large amount of time going through the Risk Assessment and had produced a draft document for discussion. We went through each section and made some amendments. **HB** will update the document and re-send it to all committee members. **JM** wanted clear information about the wearing of facemasks when inside the building and for taking part in classes; the government guidelines imply that we should, however there is no indication in the ACRE guidelines. **JE** said she would email ACRE to get a definitive answer.

**Consider if additional cleaning is needed – KR** said that when we are ready we will get our cleaners in for a meeting, and possibly assess whether or not we the hall needs cleaning more than fortnightly.

**Ensure the clearers have appropriate PPE – KR** confirmed that they had their own protective items.

**Flush through water system for 5 minutes – KR** confirmed that this has been happening on a weekly basis since shutdown and that it has been registered.

**Carry out routine Health & Safety Risk Assessment – KR** and **MS** confirmed that all work in this section had been completed and was in place.

**Ensure Fire Safety Assessment is up to date** – **KR** confirmed that this had been completed.

**Provide handwash facilities and paper towels – CS** had dealt with all of this section and they were all in the appropriate places withing the building. It was decided that shelves in the cleaning cupboard would be labelled and excess stock would be kept elsewhere. **KM** to put Dymo labels in cupboard.

**Consider engaged/vacant signs for toilets – HB** is producing signs for the doors and instructions were in the letting agreement document.

**Provide signage and social distancing, entry/exit in corridors – HB** has produced the signs for all areas.

**Prepare special hiring conditions – JE** has produced new conditions of hiring documents and they are almost ready to go out to our potential hirers. **KM** will clear off the large noticeboard to enable us to put all the essential information in one place for people to consult. **JE** confirmed the groups who are keen to come back. She will contact ACRE and get a definitive answer regarding the wearing of masks within the hall and during classes.

**Consider marketing and communications – KM** will put a piece in the Yoxmere Fisherman and our webpage regarding the proposed village picnic. She will also produce posters and put them up in the usual places. More information regarding the opening of the hall for classes will be put together soon.

**Future Dates:**

**1st September** will be the official date for the re-opening of The Village Hall, subject to government guidance.

**5th September**: we will hold a socially-distanced picnic on the village green for everyone in the village. We will ask folk to bring their own food and drink and chairs to sit on. This will all take place outside, weather permitting. **CS** will organise and run a raffle.

**Finance (Paul Diamond - Treasurer)**

**PD** wanted to go over a few points to give him the information he needs to apply for grants for the hall.

1. **PD** said that he believes that we need to go through and update the constitution to be in line with The Charities Commission requirements.
2. He asked if the annual report for the Charities Commission has been done in the past. **KR** assured him that **KA** had been completing it every year. **PD** said that subtle changes were necessary.
3. There appears to have been no payment made for water and sewerage for some time. **KR** confirmed this and said that we might need to speak to Steve (site foreman) to find out more.
4. **PD** said that he would like to be able to give a monthly report at the meetings or our financial position.
5. **PD** had spoken to someone at SCC regarding grants available. They appear to be mainly for vulnerable people; however, some are for cleaning, caretaker etc.
6. **PD** will circulate the grant details to allow everyone to add on anything we think might be included in any application.

**AOB**

* Peter MacIntosh is to be asked to commence the implementation of the broadband provision for the hall.
* **CS** said that there was CIL money available for outdoor sport and that we might be able to get more help to build the pétanque court.

**Date of next meeting**: Monday 7th September.

Please let Keith Rolfe have any items for the agenda by Monday 31st August.

Minutes prepared to the best of my recall and ability. If there are any amendments required, please email them directly to me, in order that I might make any corrections and circulate them in advance of the next meeting.