

WEST DOWN PARISH HALL MANAGEMENT COMMITTEE

Minutes of Extraordinary management committee meeting held on Wednesday 24th June 2020 – 7.00pm – Caenbrook Farm

Present: Terry King (Chairman), David Ayre (Treasurer), David Maidment (Secretary), Keith Oades (Booking Clerk), Ronnie Maidment, Pat Williams, Vanessa Hunt.

Apologies – John Stainer

An email has been received from Martin Rich (Community Project Advisor for Devon) dated 24th June 2020 that confirmed our Parish Hall could open on the 4th July providing we complied with the Covid 19 Secure Guidelines. Martin emailed David Ayre on the 16th June with various attachments produced by ACRE that gives guidance on how to re-open Village Halls that have been closed due to the Covid 19 epidemic. The reason for tonight's extraordinary meeting is to determine any changes needed to current working practices so as the Hall complies with these guidelines and at the same time making sure we comply with the Halls insurance company (Allied Westminster) requirements regarding public liability.

1) No hiring of the halls facilities to take place until 4th July earliest. Keith Oades reported that there were no confirmed bookings until December although he is waiting for Alison Worth to confirm dates for business meetings in the near future. The maximum number of hall users at any one time will be limited to 25 until such time social distancing guidelines are relaxed (currently 2mt preferred or 1mt plus mitigation)

2) Terry King (Chairman) discussed the ACRE information sheet titled "Re-opening Village and Community Halls post COVID-19 closure (Issue 1) – Week beginning 15th June 2020" with committee members present. Providing the Hall follows guidance contained within this document the Hall should be able to open on the 4th July at the same time complying with the Halls Insurers requirements.

3) Sanitising equipment to be positioned at all entrances and exits to the hall. Apart from 1 wall mounted dispenser located by outside door in the Storeroom, we will have hand pump dispensers placed on tables by the main entrance and Room 2000 and a hand pump dispenser for the kitchen area.
These items to be purchased on behalf of the Hall by David Maidment

4) As we can no longer use the current towels used for drying and as hand dryers are not recommended we will install paper towel dispensers in the following areas where there are wash basins:
5 x Toilets (gents x 2, ladies x 2, disabled x 1).
1 x Bar
1 x Kitchen
These items to be purchased on behalf of the Hall by David Maidment

5) ACRE had suggested sending out a re-opening questionnaire to regular Hall users to see if and when they intend to start using the Halls facilities. It was felt this was not necessary as Keith Oades will contact them directly by phone/ email for this information.

6) Risk Assessments will need to be carried out by the Hall of which a copy will be given to any Hall users. All Hall users will need to ensure they comply with these assessments and will have to acknowledge their compliance in writing. David Ayre will produce these assessments and circulate amongst committee members for approval.

7) To help Hall users to maintain social distancing markers will be placed on the floor at 2mt intervals – they are purely a visual aid. David Maidment to purchase on behalf of the Hall.

8) Ronnie Maidment will produce posters and laminate for display in the Hall – a) Help Keep this Hall Covid 19 secure and b) Catch It, Bin It, Kill It.

9) Cleaning of chairs and tables will be done with paper towelling on a roll and an anti- bacterial soap. David Maidment to purchase on behalf of the Hall.

10) In case of someone being taken ill with symptoms of Covid 19 it was decided to provide 3 sets of Full PPE equipment. Each set will be bagged for convenience and stored at the Hall for use by the cleaner. David Maidment to purchase on behalf of the Hall.

11) The ACRE suggested Special Conditions of Hire (Appendix E) were discussed and needed to be altered slightly to be more appropriate for our needs. David Maidment to update and circulate to committee member's for approval.

12) It was apparent that changes will be needed in the way the Hall is cleaned and Terry King will contact Nikki Oggiano (Hall cleaner) to arrange a meeting for further discussions when we have received the final instructions from ACRE and decide on how we are going to implement them.

The meeting closed at 9.15pm