

West Wickham Village Hall Trust Management Committee

Minutes of a virtual meeting held on 22nd May 2020 via Zoom 7.30 - 9.10 p.m.

Present: Trevor Hall (Chairman), Sue Harrow. Diane Hazlehurst, Di Licence, George Magin, Brian Marshall, Andrew Morris, Alex Schuilenburg, Nicci Trudgeon. Brian Upton and Peter Grieve.

All agreed that the proceedings could be recorded.

1. Minutes of meeting of Management Committee 5th March 2020

The minutes of this meeting had been circulated to members of the Management Committee and were approved as a correct record.

2. Management Committee / Constitution

The original copy of the **lease** of the Hall to the Management Committee from the Parish Council could not be located although it was considered that it should have been retained by the Parish Council's solicitors. The Clerk of the Parish Council had a copy of the lease of which the Chairman of the Committee was obtaining a further copy.

It was noted that Sue Harrow had been acting as the **Health & Safety representative** on the Committee and she agreed to continue in this role. No formal Health and Safety audit had been carried out since 2014 and the Chairman referred to an App that was available to provide a format for an audit and said he would make this available for Sue.

3. Bookings / Rates of Hire

The new hire rates as agreed by the Committee had been published in the Village Voice but needed to be put onto the **web site**, along with the full membership of the Management Committee. Andrew Morris offered to do this.

All bookings of the Hall had been suspended from 23rd March 2020.

4. Opening of the Hall for Pre School Use

HM Government had indicated that Pre Schools could be permitted to resume activity from June 1st onward, subject to infection rates for Covid 19 not rising. The re-opening of the hall for this purpose was also subject to this Committee's satisfaction that the necessary action to address identified risks had been taken. Schedules had been circulated to the Committee showing the **risk assessment** that had been undertaken by Sue and Trevor, based on a model provided by Cambridgeshire and Peterborough Councils.

In discussing the **risk assessment**, the Committee **noted**

- that of the 14 children currently on the Pre School's books, the parents of 10 wanted their children to return
- that it was currently proposed to open for three mornings weekly (Tuesday, Wednesday and Thursday, 9.30 - 1.00)
- arrangements for entering and leaving the hall to minimise physical contact, and exclusion of all people except staff and children

- the proposals for checking temperatures of children and requirement for parents to provide health statements
- proposed organising of the sessions into three groups with three members of staff, to ensure social distancing as far as possible
- the intention to sanitise and personalise all equipment
- rigorous procedures for cleaning before and after use
- the intention to maximise outside activity. Members of the Committee expressed concerns that separation between the children and staff, and members of the public using the playing field, the public right of way and the rear car park would need to be maintained. **The Parish Council would consider the proposed arrangements for this, (including possible segregation of part of the field) at their meeting on 1st June. The Chairman said that he would prepare a text for a flyer to be distributed to all residents and Andrew Morris offered to format it and send it to Plumridges for printing.**
- the designation of the bar area for quarantine in the event of a child becoming ill during a session
- the deep clean that had **previously been approved** by members of the Committee at a cost of £545 which would be undertaken in advance of the hall re-opening
- the need to inform the Hall's insurers of the arrangements for the re-opening

The Committee agreed that the Hall be re-opened for use by the Pre-school only from 1st June subject to:

- **HM Government's continuing approval**
- **The support of staff and parents for the new arrangements**
- **A flyer being circulated to the whole village informing people of the resumption, any proposals for segregation in the playing field and the fact that the hall would not be available for other bookings for the time being.**

5. Safety

All electrical and fire detection work had been completed. The two radiators in the small meeting room were not fully operational and would be replaced in due course. However they were **safe and the notices on them needed to be removed.**

6. Banking

Funds had been transferred from the Cambridge Building Society to Lloyds.

Application had been made for a grant available for charities and small businesses to cover loss of income and other costs incurred because of the lockdown. SCDC had processed this application and a grant of £10,000 had been paid into the Hall's bank account, which now stood at around £44,000. **Brian Marshall agreed to circulate a current statement to all members of the Committee.**

Although no specific conditions were attached to the £10k grant, it was considered advisable to **ring fence it and identify expenditure it had been used for** such as additional cleaning and other costs incurred in preparing the hall for re-opening as well as income lost during the period of lockdown which may continue for an extended period.

7. Purchasing

It was noted that two trolleys had been purchased for chairs

8. Cleaning

The Committee discussed the future arrangements for cleaning the Hall which all agreed should be to a higher standard, not just because of the current pandemic.

The current situation was that CS had been engaged to do a deep clean and for the immediate future only Pre School staff would be doing cleaning.

In the circumstances, it was **agreed** that Theresa be given one month's notice and that quotations be sought for future cleaning, from a number of domestic cleaners and CS (depending on the quality of work of the deep clean.)

9. Maintenance

- (a) **General Store** It was noted that this had been emptied and cleaned and most of the equipment put back. Certain unusable items were to be disposed of.
- (b) **Auto Stopcock** The insurance company had asked whether an auto stopcock was fitted. It was not and Trevor said he would speak to the insurance company.
- (c) **Chairs** Five had been repaired
- (d) **Equipment Audit** An audit of the equipment owned by the Village Hall and other equipment owned by separate organisations but located in the hall was under way.

10. Hall Improvements

- **CCTV** No further progress had been made as it appeared that we could not use the free Wifi for this purpose. Alex said he would pursue this matter further.
- The **photovoltaic option for heating** the hall was still being investigated. Initial cost comparisons indicated that this option was still a possibility

11. Any Other Business

Sue Harrow raised the question of **PAT testing**. Alex had carried this out in the past but his certificate had now expired. It was necessary for PAT testing of items of equipment once the pre school had resumed their use of the hall.