

West Wickham Village Hall Trust Management Committee

Minutes of a virtual meeting held on 15th June 2020 via Zoom 7.00 - 8.05 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.

1. Government Policy for Re-opening of Village Halls

Cambridgeshire Acre had emailed information suggesting that it was likely that the Government would permit general re-opening of Village Halls from 6th July.

The purpose of the meeting was to give consideration to what decisions or action needed to be taken in advance of any re-opening, particularly taking into account the impact on the Pre-School, which currently was the sole user of the Hall.

The school year ended on 21st July but as the Pre-School was only operating on Tuesday to Thursdays, its last day of term was 16th July. **The Committee agreed that the Hall should remain closed to all other users until after that date.**

2. Conditions of Hire etc

The Government had not in fact yet issued a decision on this matter, nor yet provided guidance or regulations so there was an element of speculation about what the Committee needed to do in respect of usage of the Hall through the summer holiday and once the Pre-School returned in September. Formal guidance was expected in mid-June.

In relation to the **standard of cleanliness**, it was recognised that there would be specific requirements which would apply while the Pandemic was still a factor. The overall responsibility for ensuring that the Hall was cleaned to meet these requirements lay with the Committee as trustees. The Committee discussed:

- The importance of appointing a cleaner to clean regularly once the Pre-school term ended (The cleaner who had cleaned the hall to a high standard prior to the Pre School resuming had indicated they would be able to clean the hall weekly on a Saturday morning for 4 hours @£15 per hour.)
- Whether a responsibility to clean the Hall to a defined standard after use should be part of the conditions of hire, and if so how we should check on compliance. (One way suggested was for a rota of Committee members to be formed to go to the hall at the end of each letting). Simply requiring users to clean would not absolve the Committee of the responsibility of ensuring it had been done.
- Another suggestion was that users could be required to clean the hall **prior** to use as the ken-you-kan group already do
- The need to acquire disposable cleaning equipment and materials for use by hirers

The Committee also discussed **how the hall might be brought back into use**, especially after the Pre-school began their new year in September. The regular users up to the time of the lockdown had been the Bowls, History and Gardening clubs whose memberships were of a high average age and the Karate sessions for younger people. Those who attended ken-you-kan sessions were drawn from a wider area. The hall was also used regularly for casual sports hire, particularly badminton.

Possible scenarios discussed included making the hall available only on Fridays Saturdays and Sundays or the limiting of use to local village people only. Both of these suggestions would have major implications for all regular users resulting in them not being viable in some instances. It was noted that the Pre-School could operate without using the small meeting room, if that would help the Gardening and History clubs to continue.

It was felt that **all current users should be consulted** to establish when and whether they wanted to resume their activities and, if so, how they would use it in the current circumstances. This would provide the Committee with a basis for deciding on re-opening and any revised terms.

In the meantime the Chairman agreed to re-draft some of the terms of hire taking into account the views of the committee and current circumstances.

3. Radiators

Thompson Electrics who have PAT tested all portable electrical equipment at a cost of £66, all equipment was tested satisfactorily.

Thompson Electrical have quoted for the replacement of all the electric radiators with new Dimplex radiators at a cost of £3375. The new radiators would have to have local controls which would need to be shielded to prevent tampering. The Chairman will discuss this with Thompson Electrical to see if this can be achieved.

4. Future Meetings

Another meeting would need to be held within the month.