

West Wickham Village Hall Trust Management Committee

Minutes of a virtual meeting held on 22nd July 2020 via Zoom 7.30 - 10.00 p.m.

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

Apologies for absence: Brian Marshall, Sue Harrow,

1. Minutes

The minutes of the meeting held on 15th June 2020 were approved as a correct record.

2. Government Policy for Re-opening of Village Halls

The Government was permitting the re-opening of village halls generally from 25th July 2020.

It was recognised that agreed Terms and Conditions, Hire Agreement, Special Conditions and other arrangements to meet the circumstances of the Covid-19 pandemic would need to be in place. Members of the Committee had been consulted on drafts and proposed amendments to these documents. The current terms and conditions had been subject to some amendments and the Chairman proposed that it could be used for the time being pending a further re-draft.

In the longer term there was a need for **all village hall documents of this nature to be in one secure place** which could be accessed by future chairmen and trustees. Alex had suggested this could be on Google Docs. It was felt there was a need for some training to ensure that all members of the Committee were able to access and if necessary amend the documents.

It was noted that the first user of the Hall after re-opening would be the Parish Council meeting on 27th July.

3. Conditions of Hire etc.

(a) Hire Agreement

The existing hire agreement had been modified by Alex to take account of the need to clean the hall before and after hire in order to protect against the spread of the Covid-19 virus. The modified agreement was discussed and **agreed** subject to:

- hiring areas being called 'whole hall, large hall and small hall'
- in relation to section 2, reference being included to the security deposit (£100 - returnable) as distinct from the 25% deposit paid when booking (non-returnable)
- no charge being made for the times spent cleaning before and after the event
- a checklist being provided for users to complete to indicate cleaning tasks performed
- users being asked to indicate how much time is required for cleaning

- in relation to section 3 (premises) deletion of heating, hot water and specific kitchen items
- in relation to section 4, the need to make clear that the hirer is responsible for checks on adults working with children and safeguarding policies (not the hall management) *(Brian Marshall to check)*

(b) Terms and Conditions of Hire

The Committee discussed the standard terms of conditions circulated by the chairman to all members of the Committee on 14th July. This version (4) represented the existing T & C updated to reflect changes and clarify some sections.

It was also noted that Alex had drafted terms and conditions based on the latest advice from ACRE, which had also been circulated to all members for comment.

Subject to the inclusion of the amount of the security deposit (£100) it was **agreed that the version circulated by the Chairman, as amended, be adopted on an interim basis, pending further consideration of the version based on the latest ACRE guidelines** *(Alex to circulate updated version 4)*

(c) Covid 19 Guidance

The chairman had circulated a sheet which summarised the additional requirements for managing Covid-19 risks and detailed Special Conditions based on government guidelines. These were **approved, subject to:**

- Section 4 of the hirer's requirement (obtaining declarations from users) being deleted and instead a requirement for the hirer to maintain a register of who attends the hall on a particular day
- A notice being erected informing everyone that if they, or any member of their family bubble have Covid-19 symptoms they should not enter the building
- Section 8 of the hirer's requirements including the need to advise anyone with a visual handicap of these requirements and the notice replacing section 4
- Other detailed amendments to the summary sheet made at the meeting
- In the event of an isolation room being needed (SC 13), the designated safe area be the disabled toilet when the bar is in use, but the bar area at other times
- Other detailed amendments to the special conditions SC 6 and SC14 made at the meeting

(Alex to circulate updated versions)

4. Other matters

It was noted that:

- A quote had been sought for the price of a weekly clean by the cleaner who cleaned the hall thoroughly prior to the Pre-school resuming

- During the booking secretary's holiday, the Chairman would be dealing with bookings
- There was a need for an item in the Village Voice in September to notify people of future arrangements for the use of the hall
- Subject to the regular user clubs wishing to resume their activities it was confirmed that the days and times previously used would be reserved for their use

5. Adjournment

At 10.00 pm the meeting was adjourned. The remaining items on the agenda would be considered at another zoom meeting on Wednesday, 29th July at 7.30 p.m.