

COLTON VILLAGE HALL MANAGEMENT COMMITTEE

Minutes of the meeting of Tuesday 14th July 2020 at 5.30 pm Held in the Bellamour Room

Members Present:

Alice Hadridge (AH); John Macmillan (JM) (Secretary); Richard Monbiot (RM) (Chairman). In attendance Fiona O'Brien (FO'B) booking officer.

1. Apologies

Matt Crompton (MC)

2. Trustee (and other) resignations and appointments

- 2.1 Since the previous meeting, Kate and Craig Staples had both resigned as trustees to enable them to devote more time to the care of their son who had been critically ill. Craig had also resigned as treasurer. JM had been acting as treasurer in the meantime. Matt Crompton has indicated that his move from the village is now imminent. When the move has taken place, he will resign as a parish councillor and so will also cease to be a trustee. RM said that he had emailed the clerk of the PC to ask that a replacement for Matt be appointed but it is understood that the PC may be unable to do so because of lack of numbers.
- 2.2 Ann Nunn had resigned as booking officer for village organisations and other regular users because she disagreed with the trustees' desire to re-open the hall. She had been asked to send all of the contact details for regular users to FO'B but had not yet done so. FO'B to contact her
[Action FO'B]
- 2.3 AH volunteered to take over as treasurer for which she was thanked by RM and JM
- 2.4 FO'B agreed to become a trustee and was thanked by all the trustees.
- 2.5 RM to write a short piece for Parish News appealing for additional trustees
[Action RM]

3. Financial position

JM reported that there was £34,827.02 in the current account; £6,346.75 in the playground account and £4,001.74 in the reserves account. The very significant increase in the funds in the current account since the last meeting was due to a government grant of £10,000 and the fact that very few hirers had asked for refunds for their events.

4. Playground

- 4.1 RM said that he had just spoken to Kate Staples who had agreed to put a post on the village Facebook page asking for someone to succeed her as the contact point for the playground group. RM expressed concern that at the moment the group did not appear to exist and it was doubtful whether the monthly playground inspections were being done. If the playground was to re-open it seemed clear that the playground group could not be relied on to take any of the responsibility which in any event was primarily a matter for the trustees. It was therefore agreed that any cost

associated with the re-opening of the playground and the maintaining of bio-security should be paid for out of the playground account.

- 4.2 The trustees inspected the playground and held a lengthy discussion about the conditions required for it to re-open, recognising that because of the completely open nature of the site it had not been, and never would be, possible for it to be completely physically closed. The main concern focussed on hygiene and maintaining bio-security. As we had no employees and it was completely impractical to organise and pay for the equipment to be cleaned on a daily basis, let alone during daily use, there was no alternative but to place the primary responsibility for maintaining hygiene onto the parents of children using the equipment which would be completely in line with government guidance. The following were agreed:
- Playground to formally re-open on August 1st
 - FO'B to prepare an announcement for Parish News, village Facebook page etc explaining the precautions we were taking and what would be expected of parents and carers [**Action FO'B**]
 - Mark and Dolphina Bull to be asked by RM to carry out a full deep clean of the equipment once a week including the use of disinfectant which had been sourced by RM. [**Action RM**]
 - Notices to be posted requiring users to clean surfaces and equipment for themselves [**Action JM**]. Paper towels and a disinfectant dispenser to be made available either free standing or secured to the walls of the hall [**Action JM**]
 - A hand sanitizer dispenser to be made available, either free standing or secured to the walls of the hall [**Action JM**]
 - The consumption of food and drink to be banned and users to be encouraged to take all litter home with them.
 - Waste bins to be double lined with plastic bags and emptied more frequently [**Action JM and others as necessary**]
 - Pictorial notices encouraging social distancing, hand washing etc to be displayed [**Action AH**]
 - Written notices making the above points and emphasising that users of the playground did so at their own risk to be drafted by JM and circulated for approval before being erected in prominent locations [**Action JM**]
 - The toilet would be re-opened and a hand sanitizer fixed to the wall with a suitable notice [**Action JM**]

5. The hall

JM suggested that initially we should only open for village organisations and other regular users but the other trustees disagreed, not least because there currently seemed little appetite among VO's to resume meetings. AH pointed out that government guidance was clear. There was a joint responsibility on the trustees and the promoters of any event to ensure bio-security. It was impossible for the trustee to police events and in fact there was no need for them to do so. The trustees' responsibility was only to ensure that appropriate precautions had been taken and to impose appropriate T&Cs of use on hirers, principle among which would be a requirement to keep a record of all attendees at an event to enable track and trace to take place if necessary. RM had drafted a risk assessment for re-opening on which both JM

and AH had commented. RM would revisit the risk assessment and amend in the light of their comments, this discussion and the latest government guidance. The risk assessment would be provided to all hirers of the hall and would be kept up to date to reflect changes in guidance etc [**Action RM**]. It was therefore decided that:

- The hall would also re-open on 1st August. FO'B to email all secretaries of VO's and other regular users explaining the steps being taken to ensure bio-security and inviting them to return to the hall [**Action FO'B**].
- Dolphina to be asked to deep clean, including the use of the sanitising nebuliser, after every event and once a week if no events had taken place [**Action RM**].
- Bottles of hand sanitiser would be placed in every toilet and a free-standing unit in the entrance hall.
- Pictorial notices encouraging social distancing, hand washing etc to be displayed [**Action AH**]
- A notice to be displayed on all toilet doors limiting occupancy to 2 persons and pointing out alternative toilet facilities [**Action JM**]
- Events in the main hall to be limited to a maximum of 30 person unless either government guidelines change or the event organisers provide a risk assessment explaining how social distancing etc can be maintained with a higher number.
- JM to draft special Covid related T&Cs based on guidance received from ACRE and government and circulate to trustees for approval [**Action JM**]

6. Future meetings

To be held as required.

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Signed as a true record

Dated