

PRESTON VILLAGE HALL
ONLINE COMMITTEE MEETING
Thursday 17TH September 2020.

This meeting was held online via Zoom to comply with Social Distancing requirements due to Covid 19 virus.

Present: Chris Sutton, Sue Gulliford, Therese Munro Warwick, Alexander Lindsay, Julie Tomblin, Anne Mingins .

Apologies: Barbara King. Ioan Jones, Rosie Jones.

Matters arising from last meeting.

Non

Finance . **IJ** missed the meeting, so finance not discussed.

Maintenance.

In a shared WhatsApp call after the main meeting **IJ** reported that the power supply to the hall is not enough to supply the proposed electrical heating upgrade. It would be extremely expensive to have the supply upgraded. He is therefore looking into an oil or gas heating solution. A big problem with this, is that the Village Hall does not own any land outside the footprint of the hall.

Potential Use of the Hall

Currently there are 3 people enquiring about hiring the hall but no firm bookings. We calculated that the maximum attendance will be 12 people, allowing for social distancing of 2m. This includes children but not babes in arms.

Hiring Agreement

A new hiring agreement setting out all the Covid 19 requirements is needed and will have to be updated as conditions change. **AM** will update the current agreement. This will include information that masks must be worn by users and that group leaders must produce their own group risk assessments.

Risk Assessments

AL distributed copies of Covid 19 and Health and Safety Risk Assessments and a Data Protection statement for the Hall.

It was noted that the hall should have an electrical risk assessment every five years and that the yearly PAT tests had not been completed, despite being requested. It was decided to ask **IJ** to request the same electrician to do the PAT testing as will complete the lighting update.

Also noted that a notice of Covid 19 secure guideline, notices to say that the kitchen is out of use, that masks must be worn in the hall and that surfaces touched must be cleaned before and after use are required.

For Health and Safety, a notice regarding safe stacking of the chairs is required.

CS will print and laminate these notices.

The potential hazard of trailing wires from heaters will be solved when the heating system is upgraded.

PRESTON VILLAGE HALL
ONLINE COMMITTEE MEETING
Thursday 17TH September 2020.

Soft furnishing which cannot easily be cleaned will have to be removed from the hall. **CS** will ask Mrs Chestermaster whether we can store the bench cushions and 6 chairs with padded seats in her barn.

Cleaning

TMW had contacted the cleaning company but not had a reply. She will follow up, requesting them to do a preopening clean and then a monthly clean thereafter. It was not thought necessary to have professional cleaners any more often at this time, as hirers should/will be cleaning surfaces they use, before and after use.

SG and TMW offered to purchase the cleaning and disinfecting materials required for use by the hirers.

Any other business None

Date of Next meeting We will meet in the hall on **Thursday 1st October 5pm** to make sure all opening requirements are in place.

The hall will then be open from **Monday 5th October 2020**.

The next scheduled Committee meeting should be mid-November. Date to be agreed on **01.10 2020**