

Greysouthen Village Hall Committee Meeting

Wednesday 12 Aug 2020 7.30pm socially distanced in the hall

	Item	Notes	Action
1.	Present	Jen McCulloch (Chair), Jane Inman(Secretary), John Inman (Treasurer), Gwyn Lloyd (Bowls), Howard McCulloch (Senior social group), Robin Lovegrove (Virtual Pub/PC) Roger James (Facilities manager), Ben Davies-McChesney (website & marketing) Adrian Sims (Vice Chair/bookings) Gabrielle Hutchinson (WI)	
2.	Apologies	Janette Pollitt (H&S)	
3.	Minutes	The minutes of the zoom meeting of 15 July, immediately following the AGM were accepted	
4.	Matters arising	1. Accounts are with John Knox for verification 2. Village Story Board progressing slowly 3. PPE for use in the hall, and for residents to buy has been purchased and is available at the sanitizing station 4. Hallmark QA – Jane has asked ACT for a date but has not heard back 5. Food Hub: basics remain in the hall so we can step it back up if a local lockdown is imposed. The Takeaway continues to be run by Alec and Sarah but as a small business for our community which uses our hall to contribute to hall fundraising and so is covered by our insurances 6. Statutory tests are currently up to date	
5.	Re-opening under Covid requirements	This was taken as the main agenda item for the evening. Having attended an ACT/ACRE briefing webinar on opening updates Jen circulated an updated list of required protocols (current 31/07/20), many of which are already in operation in the hall. A full discussion of these requirements took place and all trustees agreed that we are taking every sensible measure with full regard for the Government and PHE guidelines for community halls and following the guidance documents issued by ACT. Adrian reported some enquiries from previous user groups interested in starting up again It was agreed unanimously that the hall should re-open with the following in place: 1. C19 Hall risk assessment: we have a C19 RA for our operation as a food hub but this needs to be updated to include the protocols as circulated and agreed using the ACT template	Janette

		2. Layouts: John has done 10 different layouts for socially distanced activities. A reference set will be placed in the hall and electronic copies sent to Adrian so these can be shared with hirers 3. Hirers C19 Risk Assessment: Jane will send template to Adrian for hirers to use 4. C19 T&Cs/Protocols Jane will incorporate the agreed protocols as circulated at the meeting, along with the ACT template T&Cs and produce our own for use by hirers. 5. The hirers RA MUST be received before the booking can be confirmed and will be held on record 6. Roger can provide additional cleaning if the hall bookings increase but the responsibility lies with the hirer to clean multi touch areas before and after their hire. Spray cleaning fluid and a roll of paper will be left by the sanitising station labelled for hall users use 7. Track and Trace – this has been operating for some time as the hall has continued to open as a food hub. Jen will empty the records and keep/destroy as required 8. Kitchen – can be used by hirers or they can BYO 9. All kitchen rubbish should continue to be removed by hirers 10. Anyone falling ill with suspected C19 should be either removed from the hall to home or isolated in the kitchen until help comes. The First aid kit contains gloves and masks for this purpose. Aprons to be added. 11. If the issue in 10 arises the hall will need to be closed and deep cleaned. Face visors will be available for use in this case. John will buy a couple	Jane Adrian Jane Adrian Roger Jen Jen John
6.	Treasurer's report	In addition to the detailed report circulated to all in advance of the meeting John noted the following: Balance as of 31 July is £18,248.62 of which £10,000 is held in retained fund for long term security leaving £8,248.62 available The BACs arrangements with Cumberland BS were running smoothly CCF grant – he has completed yet another monitoring form (4 to date). John fed back his concern about the overloading of admin on small charities at a busy, difficult time.	
7.	Secretary	The current role has now been divided into 3 separate jobs, making the role more manageable, to note as follows: Chair (Jen) holds the file on insurance, inventories, employment, trustee declarations H&S (Janette) holds the file on Hall Risk Assessment, Fire Procedures and checks, statutory safety checks schedule, hall plans, food premises registration and H&S Policy Secretary (Jane) holds the minutes file and the file on policies, trust documents, premises licence, booking form and T&Cs	
8.	Policies	The following policies were circulated in advance for note and amendment: Safeguarding: the updated version was agreed with minor amendment. Equal Opportunities: this new policy was accepted	

		GDPR/Privacy policy: Gwyn has undertaken some considerable revision reflecting the increase in personal data we are now working with This revised policy was accepted. The above three policies are implemented from today. Complaints procedure: Jen has prepared a draft of this for future scrutiny	Jen
9.	Maintenance	Roger had obtained quotes for two items: 1. Metal pieces to fit either side of cooker 2. Doormat to replace red carpet in hallway Agreed that he should proceed up to a cost of £250. Roger will be re-starting his planned programme of maintenance Disabled ramp – John will sketch out a plan for a concrete (permanent) ramp at the rear exit and check this meets requirements.	Roger John
10.	Marketing and Website	Ben advised us that the website is being updated. We currently have several mailing lists. Ben will aim to merge these using Mailchimp by contacting the coordinator of each mail list asking them to send out a 'join up' email. People will have the option to remove their names from existing lists and to unsubscribe at a later date The GDPR policy of Mailchimp needs to be scrutinized	Ben Gwyn
11.	Events	Howard has been advised by CineNorth that films will be available at reduced cost (£75) and that the film can be shown up to 3 times within this cost. Howard will also try for another grant from Allerdale BC Agreed to try to go ahead with some film nights in Autumn. John and Howard will work out possible layouts for around 15-18 people Advance booking will be required	Howard & John
12.	AOB		
	DoNM	Tbc later in Autumn	

The meeting closed at 9.30pm