



TTERTON VILLAGE HALL COMMITTEE

Minutes of an Ordinary General Meeting of the committee held in the main hall on Tuesday August 11th, 2020 commencing at 7.30pm.

Present: Andrew Sharp (Chairman & Secretary) Joan Cullen (Hon. Treasurer), Emma Cooling, Claire Lister, Claire Mills, David Pankhurst, Geoff Porter, Catherine Randall, and Sharon Young.

- 1) **Apologies for absence.** Apologies had been received from Tristan Jones and Jim Pyne.
- 2) **Minutes of the last OGM.** That the minutes of the last OGM meeting held on January 27th, 2020 having been circulated, were considered correct and were signed as a true record of that meeting.
- 3) **Matters Arising.** There were none.
- 4) **Correspondence.** There was none.
- 5) **Treasurer's Report.** From March, our receipts faded away due to the Coronavirus crisis. We subsequently received the promised £1,000 from Devon County Council, towards the installation of the AV Equipment, as well as receiving the rent from the Community Shop. Despite receiving no money from lettings, we still had outgoings such as insurance etc. Following a report from Devon Communities Together, we found that we were entitled to claim a Small Business Grant from EDDC, this to put towards the expense of preparing to open the hall again to the public. We have recently discovered that our application was successful, and as a result of this, our current account has been boosted by £10,000 and now stands at £13,445.66 with £13,741.49 in our reserve account.
- 6) **Covid 19 Regulations.** Prior to the meeting, the Chairman had circulated various documents concerned with the re-opening of the village hall ensuring we fully complied with the current regulations relating to Covid 19. These included a 37 page document from ACRE as to what should be done to ensure compliance as regards the virus as well as a list of Special Conditions of Hire for hall users. A Risk Assessment had been completed identifying areas of concern as well as the steps taken to, as far as possible, eliminate the risks.

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After some discussion, it was agreed that the most suitable direction for the one-way system was to bring users in through the double doors off Fore Street leaving by the usual entrance doors; this would reduce the likelihood of anyone falling foul of traffic as they left the premises as well as minimise the interaction between shop and hall users. **ACTION AS**

It was agreed that the Hirer should be made responsible for making sure that all surfaces that were likely to be a source of infection were wiped down before and after the event. It was further agreed that a sanitising log should be put up for hirers to sign off each time this task had been completed. It was decided that, at this stage, the kitchen would not be made available to hirers. **ACTION AS**

It was noted that we were obliged to set aside a space, where anyone displaying the symptoms of Covid 19 could be isolated. Since the Committee Room was too small to hire out for the duration of the pandemic, this room should be used for this purpose.

Since the use of hot air hand driers was not currently recommended, it was agreed to install paper towel dispensers in the toilets along with the necessary bins to take the waste. A sanitiser dispenser had already been installed beside the double doors and a further one would be positioned by the lobby; thus, users could sanitise their hands on arrival as well as when they exited the building. Geoff Porter kindly volunteered to keep both the dispensers topped up with sanitiser. **ACTION GP**

Andrew agreed to purchase the necessary supplies including PPE equipment consisting of disposable aprons and gloves. **ACTION AS**

- 7) **Use of Lobby by the Community Shop.** During lockdown, the Community Shop had been allowed the use of the lobby area for receiving their major weekly delivery as well as for laying out newspapers for collection. This had been essential to assist both customers and volunteers to maintain social distancing. Now that the hall was planning to re-open, they were concerned that this facility might be withdrawn. It was thought that hall bookings would be few and far between to start with, the only confirmed ones being Pilates on a Wednesday morning and Keep Fit on Monday evenings. As long as people leaving the premises and any customers queuing for the shop, spoke to each other, then hall users should be able to leave the hall safely. It was agreed that the shop could continue to use the lobby for the time being if this didn't compromise social distancing.

- 8) **Any Other Business.**

There being no other business, the meeting closed at 8.13pm.