

PAPWORTH EVERARD PARISH COUNCIL


Papworth Village Hall, Ermine Street South, Papworth Everard CB23 3RD

VILLAGE HALL COMMITTEE

A meeting of the Village Hall Committee will be held on
Tuesday 8 September 2020 at 7.30pm
via ZOOM remote access tele/video conference
Meeting ID: 876 5412 0260 Passcode: 756388 Dial in: +44 131 4601196 UK

Members of the Committee are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out hereunder.

Members of the press and public are welcome to attend the meeting except for any specific item labelled as confidential. The press and public may not speak whilst the meeting is in session unless invited to participate considering the nature of the meeting.

Sarah Cruse - Clerk
02/09/2020


AGENDA

- VH 42/09-20 **Apologies for absence**
- VH 43/09-20 **Declaration of pecuniary interests.**
- VH 44/09-20 **To confirm and approve the minutes of the meeting held 21 July 2020**
- VH 45/09-20 **Actions List**
To review and agree actions for outstanding items
- VH 46/09-20 **Matters arising or carried forward from previous meetings**
- VH 47/09-20 **Village Hall Bookings**
To receive a report by the Village Hall Bookings Clerk on recent and future bookings
- VH 48/09-20 **Village Hall Maintenance**
To receive an update on any maintenance issues and to consider and authorise repairs as necessary
- VH 49/09-20 **To review the risk assessment undertaken on 2 September and resolve to undertake the necessary actions to allow safe reopening for hire, including allocation of sufficient funds to cover any work required**

(See Appendix A for discussion points)
- VH 50/09-20 **Matters for future consideration**
- VH 51/09-20 **Date of next meeting:** Tuesday 20 October 2020 at 7.30pm

Close of meeting

Signed: Date:

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Appendix A

For consideration / discussion prior to re-opening the Village Hall

- Do we need deep clean by external company before opening?
- To agree a cleaning schedule for the caretaker
- List of additional cleaning materials we need
- List of PPE we need to provide staff
- List of Covid-19 first aid items we need
- Specific Covid-19 terms and conditions to be added to existing terms and conditions - Booking Procedure amendments – room lay outs required – cleaning logs / monitoring
- Discussion on whether to give time at beginning and end of booking for free (15 mins) for cleaning
- Discussion on number of bookings per day or space between bookings
- Confirmation of maximum number of people permitted (Main Hall 30, North Hall 15)
- Bob Baker room will not be available for hire for time being
- Signage requirements and locations
- Hand sanitiser locations
- Tape for marking out lobby and entrances for social distancing
- We need to agree risk assessment and template for hirers risk assessment
- We need to discuss with caretaker the implementations and whether she is happy with these