

PAPWORTH EVERARD PARISH COUNCIL

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

VILLAGE HALL COMMITTEE

**Minutes of the Extraordinary Village Hall Committee Meeting held on
Wednesday 30 September 2020 at 7.30pm
via remote access video link (ZOOM)**

- Present:** Victoria Carter (VC) Chair, Pete Cruse (PC), Paul Phillips (PP),
Chris Howlett (CH), Terry Cook (TC)
- In attendance:** Sarah Cruse (SLC) Clerk, Clare Taylor (CT) Bookings Clerk
- VH 52/09-20 Apologies for absence**
Apologies were received and accepted from Cat Lloyd (CL)
- VH 53/09-20 Declaration of pecuniary interests - None declared**
- VH 54/09-20 Matters arising or carried forward from previous meetings - None**
- VH 55/09-20 Reopening of the Village Hall for Hire**
VH 55/09-20.1 To review the current guidelines and restrictions and consider whether the Hall can be reopened and agree upon a date
The latest rules and guidance regarding opening venues for hire was reviewed. It was resolved to reopen the Hall for hire on Monday 19 October subject to all requirements being met. (Proposed VC, Seconded CH, Agreed All)
- VH 55/09-20.2 To review the current Hall COVID-19 Risk Assessment and agree on actions required to be undertaken to enable to Hall to open
The risk assessment undertaken on 2 September was reviewed. A final list of actions to be completed was compiled (Appendix A)
- VH 55/09-20.3 To agree a cleaning schedule / requirements for the Caretaker
The Caretaker will be required to clean all high traffic areas (doors and handles, toilets, push pads, light switches etc between each hire and a full clean once a week. The Caretaker will be expected to manage her own working time around the scheduled bookings.
The Bookings Clerk will put together a 4 week schedule for the Caretaker
- VH 55/09-20.4 To agree to arrange a meeting with the caretaker to discuss the work required to ensure the Hall remains Covid-secure
Once the booking sheets have been produced, the Clerk will arrange to meet the Caretaker to talk through the new procedures required to maintain the cleanliness of the Hall.
- VH 55/09-20.5 To agree the items to be purchased and to allocate funds for the purchase of necessary supplies/signage etc, or work to be undertaken required prior to opening
Quotes received for an external company to deep clean the Hall were reviewed. It was resolved to accept the quote from Atkins Gregory at a cost of £275.00 + VAT (Proposed TC, Seconded PC Agreed All)
- Having reviewed several styles of hand sanitiser station it was resolved to purchased 3 x hand sanitiser stations to be customised with the Parish Council branding at a cost of £230.00 + VAT each, plus delivery (Proposed TC, Seconded VC, Agreed All)

It was further resolved to allocate an additional £300 for 2 x covid compliant 1st aid kits, additional bins, bin liners, posters, floor stickers and tape, and signage in

PAPWORTH EVERARD PARISH COUNCIL

addition to the usual general cleaning supplies and paper products, soap and sanitisers regularly purchased for the Village Hall.
(Proposed PC, Seconded CH, Agreed All)

VH 55/09.20.6 To review individual risk assessments and information provided by hirers to assess whether bookings fall within the guidelines and can be permitted to hire the Hall
The individual risk assessments, room layout plans and details of how events would be managed to maintain social distancing, submitted by 7 hirers were reviewed.
It was resolved to confirm bookings for all 7 groups (1 group will be requested to provide an updated layout plan prior to their booking being confirmed to them)

Any additional requests from regular hirers wishing to return to the hall will be required to submit a risk assessment and associated details for consideration by the Committee.

VH 56/09-20 **Date of Next Meeting**
Tuesday 20 October at 7.30pm

The meeting closed at 10.10pm

Signed

Date

APPENDIX A

Actions to be completed prior to re-opening the Hall

- Remove fabric chairs from stage, NH and Main Hall – store in dressing rooms – tape off or lock
- Remove extra tables from Hall. NH – leave 15 in main hall, 8 in NH
- Swap chairs for plastic stacking chairs from basement
- Arrange Deep Clean
- Purchase cleaning supplies / tape / sanitiser etc
- Hand Sanitiser stations x 3
- Mark out 2m at entrances
- 2m distance markers for waiting
- IN/OUT signs
- One way signs
- Lock Ladies & Gents toilets – only disabled, left dressing room and NH toilets in use
- Produce & display QR codes – separate codes for NH and Main Hall
- Display posters / floor stickers (distancing stickers around pinch points)
- Put together cleaning boxes – blue roll, spray cleaner – swing bins
- Table in NH and Main Hall for cleaning products & covid 1st Aid kits
- Hirers cleaning log sheets – NH & Main Hall
- Supply of hand soap / sanitiser and paper hand towels in toilets
- Crockery/cutlery to be removed from NH Kitchen
- Main kitchen to be secured
- Covid-Support group food stock to be moved to cupboards
- Agree cleaning requirements with Caretaker
- Ensure all users have an active fob and up-to-date access permissions