

Swanland Village Hall Trustee Meeting

Minutes of the Swanland Village Hall Trustees
19:30-20:30 Thursday 16th July 2020
using Zoom Video Conferencing.

Present	Apologies
	Colin Hill (Secretary)
Sheila Ireland (Chair)	
Terry Phillips (Bookings)	
	Yvonne Dumsday
Marion Riley	
Neil Bowerman (Minutes)	
Keith Carpenter	
	Russ Garbut
Janie Thoresby	
Valerie Milne	
Rebecca Edge (Treasurer)	
	Alan Quarterman
	Martin Peel
	Paul Hopton

Sheila Ireland opened the meeting by thanking everybody for their attendance in what is becoming the normal way.

1. Apologies for Absence

1.1. Martin Peel and Colin Hill (Secretary) sent apologies.

2. Minutes of the last meeting and matters arising

2.1. Page 2 of the minutes.

2.1.1. We now have a solution to the Library keeping the fire doors open, called Doorguard, which holds the doors open until the fire alarm is triggered and then closes them.

2.1.2. We have had a recurring problem with people using the upstairs room propping the fire door at the top of the stair open. We should consider doing the same with this door. The cost is £120. The meeting agreed to do this. Russ Garbut would be in charge of this as Health and Safety Lead.

2.2. We have had further problems with the PIR in the gent's toilets. The electrician had re-attended with Keith Carpenter and the problem was now fixed.

2.3. There would be a further effort on weeding on Thursday the 20th of August 2020

2.4. Page 3 of the minutes.

2.4.1. The Hall has now been painted and an invoice received. It looked like a very good job.

2.4.2. The mixing of the water had been checked and was found to be correct.

2.5. Part B of the minutes.

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2.6. Sheila Ireland will be talking to Sharon to tell her of the pay rise. The Furlough Average would be re-calculated for future furloughs events.

2.7. Item 3

2.7.1. Booking for 4th, 5th 6th September had been cancelled as they couldn't meeting the Covid 19 requirements. This will probably go-ahead next year.

2.7.2. Hesse Symphonia have delayed the start of their season indefinitely.

2.7.3. Parish Council are now meeting by Zoom.

2.7.4. Yoga – no knowledge

2.7.5. Weightwatchers 20th August

2.7.6. Music with Mummy, confusion over the rules.

2.7.7. Aneka on 21st September.

2.7.8. Fluer 7th of September.

2.7.9. Need to work through the clashes if Yoga has to come downstairs.

2.7.10. Special conditions have been changed to cover face coverings. The rules change depending on the activity concerned.

3. Managing the events and Staff next week

3.1. Rebecca Edge recused herself from this discussion

3.2. Sheila is going to ask Lee to come off furlough next week to work a normal week. Monday. Tuesday, Wednesday.

3.2.1. There are Weightwatchers coming in on Thursday. Unwilling to un-furlough Tim for one day. We could ask Lee to do the work or ask the Trustees to do the work. Following discussion, the meeting agreed that Sheila and Terry would look after the Weightwatchers Group. Tim would stay on furlough.

3.2.2. Lee will come in on his contract rate with no option to work extra hours. He will therefore be taking a pay cut to come in. This doesn't feel fair. Propose that Lee stays on his furlough rate. Following discussion, the meeting agreed to this proposal.

4. Bank Account

4.1. Rebecca Edge (Treasurer) is in the process of opening a new Bank Account. Action caused by changing to a CIO

5. Re opening the Hall (Please see Appendix One)

5.1. Sheila and Terry will put up and put down the signage required on Saturday the 15th of August 2020.

5.2. Insurance Company was happy that we are reopening on the 17th of August 2020.

5.3. Key-logs have been updated. New codes allocated where required. Master code to be updated in a meeting with Chub

5.4. Sharon has been at work this week 7 hours.

5.5. Cleaning.

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- 5.5.1. Need a cleaning log and compliance form. Signed by our cleaner and the hirers saying that they have complied with the special conditions of hire. Cleaning materials will be supplied.
- 5.5.2. No Hirers in the kitchen. (Bin in the kitchen for the staff to use for their PPE.)
- 5.5.3. Nobody in the store cupboard except our staff.
- 5.5.4. No soft furnishings will be available.
- 5.5.5. Rubbish emptied by our staff. No PPE in the rubbish. (Hirers will take their PPE with them.)
- 5.5.6. High touch areas to be cleaned by Hirers
 - 5.5.7. Handles
 - 5.5.8. Furniture (chairs and tables – ballet bars)
 - 5.5.9. Banisters
 - 5.5.10. Mats
 - 5.5.11. Toilets
 - 5.5.12. Light switches
- 5.6. Electrical Inspections and PAT testing up to date
- 5.7. Rus Garbutt is going to carry out a Fire and Health & Safety inspection. Fire Alarm Testing is up to date. Some signage to put up tomorrow.
- 5.8. Toilets cleaned each weekday morning. Thereafter during the day, by the hirer.
- 5.9. Request for a Preschool Social Bubble to hire the hall. But the regulations do not accommodate Bubbles. Seeking Advice from ACRE. Parents would definitely come under the regulations as they stand.
- 5.10. We are keeping in regular contact with our Hirers.
- 5.11. Physical and Social media are saying that we are open from the 17th of August 2020.
- 5.12. Track and Trace conditions, run by the East Riding, are the Hirers responsibility. East Riding are the authority who would then tell us what was happening.
- 5.13. It is a role of the Trustees to monitor the activities to ensure that Hirers are following the rules. There will be a rota for us. (Should a Hirer not follow the guidelines, then the class will be closed immediately.)
- 5.14. Caretakers will be opening and closing windows to maintain ventilation.
- 5.15. There is to be a Covid first Aid box
- 5.16. Toilets
 - 5.16.1. Disabled Toilet to be used by the staff in the Library.
 - 5.16.2. Hirers use the normal toilets.
- 5.17. Notice Boards have been re-arranged, so that we can have a formal Covid Board. All pamphlets and leaflets have been removed.
- 5.18. One-way system has been implemented, working anticlockwise through the lower floor of the Hall.
- 5.19. Bollard will remain raised while the Library is in session, to manage the queue to the Library.

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6. Changes to the Swanland Village Hall Trustees

6.1. Sheila Ireland (Chair) reported that Martin Peel had tendered his resignation. Sheila thanked Martin for his sterling service over many years. His knowledge and experience had proved to be invaluable.

6.2. Sheila Ireland then announced that she would be stepping down by Christmas. The last task would be guiding us through the Hallmark Three requalification. Neil Bowerman had volunteered to step into the gap, but this was of course a matter for the Trustee Committee. If there was anybody else who wish to try the role, could they please let her know. Neil Bowerman thanked Sheila for the service that she had given. Managing and leading the Village Hall into becoming a CIO would have been achievement enough for most people, but the work and guidance through the Corona Virus pandemic had been extra-ordinary.

Sheila concluded, talking about another couple who were in discussion about becoming trustees

6.3. Terry Philips reported that he would be stepping down as Booking Secretary by Christmas. We needed to find somebody else quite quickly so that the knowledge of the role could be passed on. Continue as a Trustee until the end of the year.

7. Date of next meetings

We need to hold Budget Meeting and an Annual General Meeting by the end of the year.

7:30 pm on Thursday the 15th of October 2020

7:30 pm on Thursday the 19th of November 2020

The meeting was closed at 8:30pm

Neil Bowerman

16th of August 2020

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Appendix One

		Task	By whom	By when	Done
1	Insurance	Advise the hall's insurers whether/when the premises will be re-opening and check any requirements.	Sheila	14th Aug 2020	
2	Security	Check the security code or key logs are up to date.	Keith	14th Aug 2020	
		Advise Shield security if appropriate	Sheila	14th Aug 2020	
3	Risk Assessment	Carry out a COVID-19 Risk Assessment in consultation with any employees, if you have any and hirers	Sheila and Terry	01/Aug 2020	16th July approved by Trustees
		Provide to hirers	Terry	on booking	
		Action plan to execute risk assessment and mitigations - draft to Trustees on 26/07/2020	Terry	31st July 2020 - to be approved by trustees	issued as final on 2nd August after circulation and comments received.
5	Cleaning	Consider whether additional cleaning is required, where and when. Ordinary household products can be used.	Sheila	Ongoing evaluation	
		Notice to cleaner to return to work	Sheila	31st July	26th July - Trustees copied

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		Task	By whom	By when	Done
		Subsequent cleaning regime to follow will need to be identified.	Sheila through trustees	13th Aug	
		Notify cleaner of work requirements	Sheila	10th Aug	telephone conversation
		Release cleaner back from Furlough	Rebecca	7th Aug	
		Consider arrangements for moving, stowing and cleaning equipment.	Trustees	Meeting 13th Aug	
		A thorough clean of the hall should be undertaken before it re- opens	Sharon	10th - 14th Aug	
		Provision of appropriate cleaning materials required for cleaner and for the hirer trolley	Yvonne to check supplies and order	10th Aug and ongoing	
		Implement "compliance " form for each session for completion ref cleaning of equipment and toilets between bookings	Terry	On booking and at end of each session	
		Rubbish to be removed daily	caretakers and cleaner	Ongoing	
6	Staffing	Discuss with your caretaker/cleaner/contractor any changes in work patterns required to ensure the hall meets the COVID-19 Secure guidelines. HSE provides a	Sheila and Terry	Sharon - 10th Aug Lee 17th Aug Tim - tbd	

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		Task	By whom	By when	Done
		leaflet of things to discuss with an employee.			
		Training session		Lee - 17th Aug Tim - tbd	
		Agree any changes in writing with cleaners/employees.	Sheila	10th Aug and ongoing as things develop	
7		Ensure the caretaker/cleaner has appropriate PPE: Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed.	Sheila and Terry Supplied through smile		
		Check for reorder and additional as required	Yvonne	Ongoing	
		A set of disposable PPE is also needed in case decontamination is required.	Sheila and terry	10th Aug	
		Contractors should use their own equipment,	caretaker s to ensure	as required	

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		Task	By whom	By when	Done
8	Legionella	Flush through the water system, five minutes for each tap, to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray while flushing and wipe up afterwards with household disinfectant.	Allan to arrange (Note - this was done every week on the inspections)		
		Check hot water system is set at a minimum 50C. (See Chartered Institute of Environmental Health Officers guidance, link in Section 6).	Allan to confirm Note - diffusers in place		Plumber attended - diffusers in place at all washroom sinks and the hand wash sink in kitchen
9	Health and Safety	Carry out the routine health and safety risk assessment of the whole premises.	Russ	14th Aug prior to first booking on 17th	
		Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads.	Keith if required		
		Ensure any fridge/freezer is working at correct temperature,	Keith if required		
		the heating and hot water system operational.	Keith if required		

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		Task	By whom	By when	Done
		Identify and address any items requiring attention e.g. light bulbs failed, trip hazards.	Keith		
10	Fire Safety	Ensure the Fire Safety Risk Assessment and routine fire safety checks are up to date e.g. fire exit doors are clear, not sticking, fire extinguishers serviced, emergency lighting system and any alarm system are working.	Sheila and Russ		Dec 2019/Jan 2020 plus weekly fire alarm checks completed and JD alarms attended to deal with outstanding issues
		Ensure all Fire signage in place	Sheila	10th Aug	
11	Hygiene	Hand sanitiser needs to be provided at entrance and exit routes.	Terry and then Caretakers after return to work	14th Aug	
		Tissues, soap, toilet rolls, paper towels or hand driers and cleaning products, including disposable cloths or paper roll, should be provided.	Sharon	ongoing - daily checks	
12	toilets	cleaned each weekday morning by cleaner and then by hirers after each booking - hirers to manage the one in/one out arrangements for girls and boys			

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		Task	By whom	By when	Done
		disabled toilet for library staff only (unless a need by a hirer)			
13	Provide Signage	The certificate that the premises comply with COVID-19 secure guidelines be displayed at entrances	Terry	16th Aug before opening on 17th	
		Sign that People should not enter if they have symptoms should be displayed at entrances	Terry	16th Aug before opening on 17th	
		The PHE posters encouraging frequent, good handwashing techniques	Terry	16th Aug before opening on 17th	
		hygiene "Catch It, Bin It, Kill It"	Terry	16th Aug before opening on 17th	
		Signage and posters to be collected from Cottingham	Sheila	31st July	collected on 31st July
		Additional signage and footprints to be acquired	Sheila	10th Aug based on what has been supplied already	ordered and received 1st Aug 2020
		Notice " NO PUBLIC ACCESS - except if booked on a class to be posted on door to prevent casual use of toilets	Sheila		Posted on Monday 27th July

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		Task	By whom	By when	Done
14	Markings/Social distancing	use tape to mark out a 2m distance outside and inside the entrance, and outside fire exits, to encourage people to wait their turn to enter and exit the hall.	Terry	16th Aug	
		mark one way system via small hall into main hall and out by the toilets	Terry	16th Aug	
15	Bookings	Prepare special hire conditions and instruct booking secretary as to any changes in the Hall's hire policy during re-opening, i.e. which bookings can be accepted, any changes to charges, and	Terry	31st July	approved 16th July by Trustees
		to provide hirers with a copy of the COVID- 19 secure poster.	Terry	on booking	
		Hirers to keep attendance lists	Terry	notification on booking	
		One to one meetings with hirer before accepting return to bookings	Terry	ongoing	24th July Meeting with Fleur to determine Summer school arrangements and return in September

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		Task	By whom	By when	Done
16	Covid notification	Identify designated space for someone with suspected COVID-19	Terry	On bookings depending upon space availability	
		make available the East riding notification process and forms	Terry	on booking	
17	Marketing	Ensure the website has up to date information, including special conditions of hire.	Sheila via Graham	14th Aug	Aug 2nd
		Advertise availability as appropriate.	Sheila		
		Links with local publications	Marion	Ongoing	Aug 2nd - draft notice supplied
18	Operations	identify sets of tables and chairs for each regular booking to avoid cross contamination	Caretaking	ongoing	
		Store cupboard to be out of bounds to all hirers	Caretaking	ongoing	
		Monitor of special conditions compliance	Rota of trustees	ongoing	
		Ventilation to be opened for main hall in morning and closed at night	Caretaker	as required for bookings	
		Covid first aid box	Janie	14th Aug	

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		Task	By whom	By when	Done
		Cushion Chairs to be stored in office and not used unless a specific health need by a participant in a class.	Caretakers	ongoing	all removed to office on Sat 1st Aug
		Kitchen to be kept locked	Caretakers	ongoing	
		All fire doors to be kept shut	All	ongoing - monitored as above 18.3	
19	Notice Boards	to be updated to reflect new circumstances	Terry and Sheila	7th Aug	
20	Car Parking	manage the opening and closing of car parking to ensure that people queuing for entry to both Hall and library are not endangered	Caretaking	ongoing	
21	Library	ongoing discussions of issues as Library begins to reopen	Sheila	Ongoing	various meetings and discussions held at every stage of opening
		Provide Risk assessment and special conditions as approved by trustees	Terry	asap	2nd Aug
		Advise on use of toilet (disabled to be made available) and need to liaise with hirer about social distancing when moving to toilet area from Library - NO public access to	Sheila	ongoing as required	meeting Friday 24th July

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		Task	By whom	By when	Done
		hall from Library to be allowed			
		Agree queuing arrangements and car parking	Sheila	31st July	24th July - meeting to determine process.
20	Budget	Review budget forecast for 2020-21.	All trustees	13th Aug	
	updates	V1 issued 02/08/2020			