

**Minutes of a Meeting of Naphill Village Hall & Playing Fields Council
held virtually using Zoom on Monday 8th June 2020 at 7.30pm**

Present: Clive Lawrence, Chairman
Paul Riglar, Treasurer
Judy Whitehouse, Secretary
Tanya Stevens, Lettings Secretary

Members: Andrew Wasilewski, Dennis Lynch, June Lynch, Cathryn Carter, Jo Keattch,
Judy Redrup, Norma Clarke, Sarah Bacon, Gloria Leflaive

Item	Action
<p>1. Apologies for Absence</p> <p>Peter Williams</p> <p>It was noted that Jenny Price has resigned from her position as Trustee and WI Representative. Jenny was thanked for her long service to the village hall council. Sarah will act as WI representative until an alternative can be nominated.</p>	<p align="center">Judy W</p>
<p>2. Declarations of Interest</p> <p>There were no declarations of interest.</p>	
<p>3. Minutes of Previous Meeting on 4th May 2020</p> <p>The minutes of the previous meeting held on Monday 4th May 2020 were approved with no amendments. They will be signed by the Chairman when circumstances permit but are approved to be published on the web site.</p>	
<p>4. Report of Actions Taken Under Delegated Powers</p> <p>Nothing to report</p>	
<p>5. Matters Arising</p> <p>Nothing to be discussed at present.</p>	
<p>6. Plan to Open the Village Hall</p> <p>The working party met as agreed to look at the re-opening of the village hall and notes of this meeting were circulated in advance and are included at the end of these minutes for the record. We are now awaiting further instruction from the government. It was noted that it would not be economically viable to re-open the hall if we have to do a full clean between each letting.</p>	
<p>7. Fundraising Activities</p> <p>Napfest has been moved to the August Bank Holiday weekend but remains dependent on any further instruction from the government. It was noted that if Napfest goes ahead on August Bank Holiday weekend the WI would be unable to provide the teas.</p> <p>The Fireworks Committee have had a Zoom meeting next week and are continuing to plan for the event at present. It is likely that sponsorship will be down.</p> <p>A resident has suggested a scarecrow competition for the village. Whilst the Village Hall would not be a suitable location for a group of scarecrows it was felt that it would</p>	

<p>help bring the village together. Clive will speak to Sonia to see if she would post it on Facebook.</p>	
<p>8. Health and Safety</p> <p>The play area is now complete and ready for use when the time is right.</p>	
<p>9. Treasurer's Report</p> <p>The Treasurer's report was circulated in advance. There were no questions.</p> <p>It was proposed by Paul Riglar and seconded by Tanya Stevens that we remain with our current insurer. Voting took place CARRIED UNANIMOUSLY. It was further agreed that we would increase the excess to £250, MOTION CARRIED with one against. Insurance for Napfest will be taken out later once we are certain the event will go ahead.</p>	
<p>10. Lettings Secretary's Report</p> <p>Nothing much to report, at the moment people are happy that the hall remains closed.</p> <p>It was agreed that we would advertise for the weekend cleaner asap.</p> <p>Norma will order hand sanitisers.</p>	<p>Norma</p> <p>Norma</p>
<p>11. Maintenance Work</p> <p>The hedge around the war memorial needs cutting.</p> <p>Clive will email an update to everyone re the Ash Tree.</p>	<p>Clive</p> <p>Clive</p>
<p>12. Any Other Business</p> <p>There was no other business.</p>	
<p>16. Date of Next Meeting</p> <p>To be confirmed separately</p>	

The meeting closed (abruptly) at 8.10 pm

NAPHILL VILLAGE HALL - COVID-19 REOPENING PLAN WHITE PAPER

Objective

Create a draft plan for when we can safely reopen the hall and playground when govt lifts current lockdown rules – to submit to committee to review and approve/ask group to revise

Key Questions

- When do we decide to unlock?
 - o Wait for guidance from Charity Commission who are sending Clive regular update emails
 - o Most likely Village Halls will align with Sport Centre reopening
 - o We actually may have parts of the complex opening under different guidelines and at different times – see category matrix below

Village Hall general hire	<i>Charity Commission guidance</i>
Bon Ami	<i>Coffee Shop/Cafe</i>
Men's Club	<i>Sports Clubs?</i>
Scout & Guides	<i>When guidance from Scouts</i>
Tennis Club	<i>Sports Clubs ?</i>
Play Area	<i>Central Gov guidance</i>

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- How do we do it?
 - o Will depend on guidance received but we should already be considering hand sanitizers (hands free type) installation, locations and also supplies to refill.
 - o General (and easily replaceable) signage to remind users about the level/requirement for social distancing at the time
 - o Clive's calculations indicate at current 2m social distancing the main Hall can support Max 24 people and the small hall max 9 people
 - o
- Who decides the above?
 - o There is currently no direct pressure/demand for the hall to reopen and financially we are able to exist in this state beyond CY2020.
 - o

Things to consider

- What guidance is available /should we follow?
 - o Depends on the type of operation (see category matrix)
- Do we just reopen as normal or start small i.e. open for existing hirers but no other bookings to begin with.
 - o Too early to decide – must be led by the guidance but most likely outdoor activities will be reopened first so playground and tennis Club
- What's the smallest number of people needed to run things?
 - o Essentially only cleaner is required regularly though we will need to factor in maintenance activities depending on level of use
- do we have enough low risk people to do this?
 - o By this point it should be up to individuals to assess their own risk and act accordingly
- Should we have a different cleaning routine if so - what?
 - o Cannot afford more than 1hr per day and to deep clean toilets properly would take 6hrs ! So not really.
 - o As Covid-19 does not last more than 72hrs on any surface – closing for 3 consecutive days per week would guarantee disease free every 7days without need or expense of deep clean
- How do we manage the car park usage / social distancing
 - o Difficult/impossible to control what happens outside the locked doors of the hall, so once the car park gates are opened it will be down to individuals to manage their own social distancing – as they have to do on the Crick right now
- How will we manage / work with associated Village Hall tenants/areas
 - o Men's Club
 - o Scout Hut
 - o Bon Ami
 - o Tennis Club
 - o Play area
- How/Who will communicate any/all of this to users/public?
 - o Website/Facebook/Public Noticeboard/ Gazette and signage on entrance doors?
- What/how do we do if we need to lockdown again in the future?
 - o ?????

make sure there are no problems.