

## Village Hall Committee Meeting (by Zoom), 24<sup>th</sup> June 2020

Pam Shults opened the meeting by welcoming everyone, especially Emily Carpenter who was standing in for Liz Dyer. Pam emphasised that its sole purpose was to look at how to open the Hall safely for Ladybirds on Sept 2<sup>nd</sup>. She had drawn up a Risk Assessment which we went through.

She asked Ed to contact our insurers, telling them of our plans. *(This he has already done).*

Sue Dawson has discussed with Liz what is needed, and it was agreed that a formal letter must be sent from the Committee. ACTION SARAH AND PAM

**Cleaning** is obviously going to be much more complicated. Emily said that the Ladybirds staff already do a lot of their own cleaning before and after sessions.

Sue will speak to Kelly re-PPE clothing and what they both feel is needed. ACTION SUE

As soon as possible Ian will see whether he can carry out the necessary PAT testing and let Sarah know if he can't, so that someone else can be found to do it. ACTION IAN

Ian will put away the stage. ACTION IAN

Sue will look at how to dispose safely of all waste. ACTION SUE

**It was agreed that the Committee was happy to adopt the Risk Assessment, and for Ladybirds to start in September.**

It was also agreed that we should communicate with the Hall users, telling them what has been decided so far, saying that nothing is definite yet, other than that we are not opening before September. ACTION SARAH AND PAM

A subcommittee of Sue, Ed, Ian, Sandie and Barbara will meet as soon as possible ACTION SUE

It was agreed that we would meet again after the subcommittee has reported back.

Pam will write to Wayne telling him that we shall not be opening on July 4<sup>th</sup> *(Pam has already done this)*

It was agreed that something should be sent to the Reporter ACTION SARAH

Ian said he would attend two Zoom meetings on Wed and Fri. *(Sarah has sent Ian the links)*  
ACTION IAN