

THE WHITEPARISH MEMORIAL CHARITABLE TRUST
Registered Charity Number 282528

Minutes

Trustee closed video meeting Thursday 25th July

1. Welcome and apologies for absence. Ian O'Neill. Darryl Parsons unable to join due to technical issues. Comments emailed. All other Trustees present
2. Trustees discussed the advice received from ACRE. It was agreed that the sample documents provided on risk assessments, communication to regular hirers and special hiring conditions during the pandemic formed a good basis to work with. Taking into account the complexity of preparations, cost of pre-opening cleaning and the lack of clarity in the current guidelines, it made no sense to agree an opening date at present. Trustees noted that the regulations limiting gatherings to 30 people and the statement in the guidance that indoor exercise was not recommended, limit the number of hires expected during the summer months. Trustees unanimously agreed to defer a decision until a closed in person meeting, under conditions of social distances can be held.
3. A closed meeting date was set for 14th July at 7:30 pm in the Main Hall.
4. It was agreed that we would develop, using the ACRE templates, a hirer communication/ questionnaire and a set of special hire conditions.

Action: Mike Hayday to develop drafts. Trustees to comment via email and be prepared to finalise on 14th July so that we can communicate to Hirers. Richard to contact ACRE to enquire as to whether more guidance on opening for exercise classes in well ventilated halls will be forthcoming.

5. The need to develop risk assessments was also briefly discussed. It was decided that these will be finalised on 14th July. These will be based on the ACRE suggestions.

Action: All Trustees to read Appendix F from ACRE, word version attached and considered specific issues and mitigations for the Memorial Centre. These can be shared ahead of the meeting to give us a better opportunity to finalise at the 14th July meeting.

6. Trustees discussed in some detail the issues around cleaning in the new covid 19 environment. It was pointed out that virtually no hirers cleaned after hires with floors being left dirty and tables and chairs with food stains not wiped away. We agreed that this issue will need to be reinforced and that we would make a point of both pointing this out to hirers and checking on them afterwards;

Action: Trustees to consider how to ensure that Hirers take the need for better hygiene more seriously.

7. Trustees also discussed how to deal with hirers who have started to make enquires such as the surgery who are interested in a social function on 25th July, the garden club show 22nd August and cricket which may be resumed in late July. Trustees agreed that for the former, we are not in apposition at this time to accept a hire as it

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is unlikely the centre will be open by that date. We agreed that we should explain the situation in particular the limit of 30 persons and the need to maintain social distancing plus the requirement for hirers to both pre-clean and post clean all surfaces. For the garden show, which may be able to happen partly outside, we should await any contact and respond with more detail as its available, particularly on the 30 person limit. For Cricket, it was agreed that Berny Higgins and Darryl Parsons would manage this on behalf of the Trust. Current plans are that any hire would be for the cricket pitch only, the Cowesfield room, kitchen and changing rooms will not be, used as players will bring their own food and arrive in kit. However toilet facilities will be required. This will require the cricket club to commit to cleaning pre and post-match.

Action: Richard Burr to respond to meeting enquiries. Berny Higgins and Darryl Parsons to manage cricket club potential bookings.

8. John Herrett pointed out that the Watermill Theatre performance cancelled in June had been provisionally scheduled for 30th October. He very much doubted that this could be held under social distancing regulations as we would not be able to break even. Trustees discussed holding the event in any case as a contribution to the cultural life of the village.

Action: John Herrett agreed to check the contract details on cancellation conditions and check current status with Watermill Theatre Company in time for 14th July

9. Trustees agreed to approach our gas supplier regarding a replacement gas meter door.
10. Playground reopening: Government advice is that we can reopen the Children's Play Area from 4th July. To date no detailed guidance has been published. Trustees agreed that it was unlikely any specific action will be required to prepare the playground other than signage and some mowing and strimming.

Action: Mike Hayday will monitor gov.uk for advice updates and will prepare signage based on latest advice prior to opening up on July 4th. Darryl Parsons to approach HAR re any mowing or strimming prior to or immediately after 4th July

11. Next meeting 14th July 7:30pm in the Main Hall.