

Tarvin Community Centre Committee of Management

Minutes of Special Meeting held in the main hall at Tarvin Community Centre at 7:30 pm on Monday 22nd June 2020 to discuss the reopening of the Community Centre.

Present: , Ted Lush (Chair) Jane Lush (Treasurer), Jane Armstrong (Secretary), Lyn Brunton (website/social media, Pete Brunton (films), Brian Hardacre, Roy Brereton (Building Manager, Fiona Lewis (Arts) , Gill Williams (WI).

1. Apologies - Sue Hardacre, Sharon Nolan, Helen Flynn, Merryn Shaw.
2. Minutes from the last special meeting on March 22nd were signed off as a true record by TL.
3. Ted Lush - Chair

TL reported that he had drafted the following documents based on the guidance received from ACRE (Action with Communities in Rural England)

Poster for Front Door / Foyer (Appendix C)
Special Conditions of Hire (Appendix E)
Questionnaire to users (Appendix B)
Covering Letter to accompany questionnaire.
Sent by email to committee prior to meeting.

Sue H produced an initial draft of the letter gratefully received by TL and slightly amended.

The following points were discussed:

The wording of documents to be displayed was agreed by the Committee with the acknowledgement that the distance of 2 metres may have to be reduced to 1 metre.

Sue H has done the calculations of how much floor space is required per person, and again this may be changed.

Users may have to use a larger room if possible and JL indicated that this would be charged at the same rate of the original one.

The conditions of hire to users will have special conditions added.

Our insurers should be satisfied with the special conditions as there will be particular preparations in place to cope with the current requirements.

Chris (caretaker) suggested there should be a latch on the inside of the main toilet doors to prevent more than one person from entering and it was agreed that one adult would be allowed to accompany a child. This will be clearly indicated on the outside toilet doors.

There is a list of extra supplies to be bought. SH and RB are ordering this in consultation with Chris.

Sanitiser, large bins, disinfectant wipes, disinfectant spray, paper towels, liquid soap.

Use of chairs - it was agreed to colour code or mark the chairs into groups of 40, in order that they may be rotated in use. The fabric will not be wiped down but the metal parts will.

Users are responsible for extra disinfecting and sanitising of toilets, any equipment used and surfaces in the rooms.

TL has asked John Bloomfield to make a plastic screen for the booking office in the foyer.

TL asked everyone to read the risk assessment / poster and to make any comments to him.

TL has contacted the school and preschool to ask if they need to use the centre, they would be given priority. However there has been no request.

4 AOB

New Heating system - the control panel is soon to be installed. There has been some investigation to remove the redundant oil tank from the store but it is too big to fit through the door and will have to be cut up in situ.

Chris said that he would like there to be increased security on the boiler store as there will be valuable components/materials stored. An engineer from CWac/ QWest is due to come soon to check for repairs and he will raise it then.

There was a discussion led by Pete and Lyn Brunton on the possibility of showing a film outside in the grounds using headphones. This will be further discussed at a later meeting after they have investigated.

Pizza Van in the carpark - TL is replying to the business owner.

There was a short item on finance. JL said there had been a single user of the hall for dancing and received £100.
All invoices have now been paid.

There will be an application to CWaC for £10k grant for Covid 19 by TL.

Meeting finished at 6.30