

## Bovingdon Parish Council

Memorial Hall Management Committee  
Meeting held remotely via video conference

20 July 2020 starting at 2.30 p.m.

### Present:

Councillor Alison Gunn  
Councillor Julie Steer (Chairman)  
Councillor Pauline Wright

### Also present:

Mike Kember, Parish Clerk  
Lisa Edwards, Assistant to the Parish Clerk

<b>1.</b>	<b>Apologies for Absence</b>	
	Apologies for absence received from Councillor Julia Marshall.	
<b>2.</b>	<b>Declaration of Interests linked to any of the Resolutions</b>	
	There were no Declarations of Interest.	
<b>3.</b>	<b>Minutes of Meeting held on 27 November 2019</b>	
	It was agreed by those present at this meeting that the minutes of the meeting held on 27 November 2019 were a true representation of the meeting and the minutes were signed by Councillor Steer.	
<b>4.</b>	<b>Matters arising from the Minutes of the Meeting held on 27 November 2019</b>	
<b>4.1</b>	<b>CCTV policy</b>	
	Councillor Steer reported that some research had been undertaken and legal advice had been sought but the policy was still to be drafted.	Councillor Steer / Parish Clerk
<b>5.</b>	<b>To consider the arrangements necessary for the re-opening of the Memorial Hall following COVID-19</b>	
	Since lockdown came into force in March 2020 the Memorial Hall has been used by Bovingdon Pre-school for the children of key workers and by the National Blood Transfusion Service in accordance with government guidelines. The Parish Council has waived all hire fees during this period and will continue to do so until end July 2020. During the past few weeks, Councillor Steer, the Parish Clerk and the Assistant to the Parish Clerk have been meeting regularly to look at the steps needed to enable the Memorial Hall to re-open to comply with government guidelines. This has involved drafting a number of risk assessments, by adapting suggested model agreements obtained from the Community Development Agency for Herts, which are for the use of both hirers and the Council. The group is still in the process of compiling the Memorial Hall risk assessment and checklist. It is important to note that the guidelines and advice is constantly changing. The group is also in contact with owners of other community buildings in the County. Several regular hirers have indicated that they will not be returning in the foreseeable future. Based on the advice and information received it was agreed to recommend that :	
	<ul style="list-style-type: none"><li>• Dependant on any changes to Government guidelines, the Memorial Hall will re-open for REGULAR users ONLY on 1 September 2020 and subject to having all the necessary risk assessment forms signed by hirers and the provision of the additional cleaning products needed, e.g.</li></ul>	

	<p>hand sanitisers, etc.</p> <ul style="list-style-type: none"> <li>• The use of the Memorial Hall by ad hoc hirers will be reviewed at the end of September 2020.</li> <li>• The toilets will not re-open to members of the public (they are for the sole use of Memorial Hall hirers).</li> <li>• There are no plans to re-open the Parish Office at the moment, as the need is to focus on the Memorial Hall and all associated risk assessments. Once these are in place the Council will look at risk assessments and equipment required for re-opening the Parish Office.</li> </ul> <p>Nearer the 1 September the group will circulate a list of contact numbers and instructions to all members of the council regarding what steps need to be taken in the event of an emergency i.e. a suspected case of COVID-19 at the Memorial Hall.</p>	
<b>6.</b>	<b>Health &amp; Safety issues</b>	
	There were no other issues arising.	
<b>7.</b>	<b>Issues &amp; progress report :</b>	
	Apart from the annual servicing of the gas equipment, which is scheduled to be carried out on 6 August 2020, all the remaining annual contract checks e.g. emergency lights, fire alarm system, have been carried out.	
<b>8.</b>	<b>Review of 5-year Memorial Hall maintenance plan</b>	
	The toilets have been redecorated. Agreed to seek a quote for part internal redecoration of the Main Hall. One of the window winders in the Main Hall needs to be replaced.	Lisa Edwards
<b>9.</b>	<b>Any other business</b>	
<b>9.1</b>	<b>Cleaning contract</b>	
	As the building will be closed for the majority of August, the cleaning contract has been suspended.	
<b>10.</b>	<b>Date of next meeting</b>	
	To be advised.	
	Meeting closed at 3.20 p.m.	