

**WEST HARPTREE MEMORIAL HALL  
CHARITY NO: 1061222**

**MINUTES OF ZOOM MEETING HELD ON 15<sup>th</sup> JUNE 2020**

**Present:**

Chairperson: G Ireland

Vice Chairperson: TBA

Secretary: S Jory

Treasurer: K McCombe

Members: Simon McCombe, Hannah Colton, Sandra Colton, Rick Zurburg, Bill Jory

**Agenda:**

**1. Apologies for Absence:**

Lisa Pascoe, Paul Hutton, Simon Poyntz

**2. Matters Arising:**

The Committee agreed that we should hold Zoom meetings for the next few months; and it was also agreed that the next AGM will be held early in the New Year.

**• Bookings:**

As Karen has had some inquiries about hiring the Hall, Ginny circulated new guidelines for users of the Hall to the Committee prior to the meeting. Further points discussed:

- (a) Restrict meetings to a specified number of people (eg 36 max) at any one time.
- (b) Install hand sanitising station at entrance
- (c) All users should be responsible for the removal of ALL their rubbish. It was suggested that we should remove the waste bins to aid this process.

As long as we adhere to all the Governmental guidelines for Hall hire, the insurers would be happy for us to open the Hall when the Government releases the date to go ahead. Therefore, we will give hirers **an additional** hire agreement stipulating all the new measures which they have to acknowledge and return to show acceptance.

**• Health and Safety:**

Bill flushed all the toilets, ran the taps and dishwasher through today. He noticed damp on the walls in all three toilets. It was decided that Becky, the cleaner, should give the Hall a good deep clean before hiring starts. This would only apply to downstairs, however, and we should inform the church that we are doing this. Hannah will contact the Cleaner. It was agreed that we should pay her extra for this procedure.

Date of next Memorial Hall Zoom Meeting: Wednesday 1<sup>st</sup> July 2020 at 7.30pm

**Notes:**

Agenda items to be submitted to the Secretary 1 week prior to the meeting.