

Arngask Hall Board Meeting Wednesday 12th August 2020 7.30pm

Agenda Item	Minute	Action
<u>Present:</u>	Ced, Christine, Robert, Gillian, Bryan, Jim, Caroline.	
<u>Apologies</u>	John, Ross, Freya, Robin	
<u>Minutes</u>	<ul style="list-style-type: none"> The minutes of the Meeting of June 24th were approved and signed 	
<u>Matters Arising</u>	<ul style="list-style-type: none"> It was noted that Bryan declared an interest in the matter of hiring a new hall-keeper. Ross has finished the Arngask Hall accounts and has sent them to David Johnston. DJ wants to prepare Village Hall accounts for year ending 31st March 2020 rather than 31st December. Ced to write Chairman's report for Arngask Hall accounts. 	Ced
<u>Report by Sub Group on risk assessment of Hall re-opening.</u>	<ul style="list-style-type: none"> It was reinforced by Ced that we will only open the Hall when safe & legal to do so. The sub-group consists of Bryan, Robert, John, Gillian along with adviser Bryan Harrison. Some of the group had a walk through the hall in July to discuss & plan the new COVID-safe regime. This will include new signage, cleaning, a one-way system and an additional hire agreement. Different hall-users may need different ways of working. The intent is to make the hall available for bookings from 1st September but hirers will need to satisfy the Board (through the new Hall Keeper) that the hire can be conducted in a Covid-safe manner. This date is provisional only and the actual date will depend on the prevailing government advice. Ced explained that the insurers are happy to accept an unoccupied hall until the end of August.. (We need to notify them insurers if we don't open on Sept 1st). Although there is not a clamour for bookings – there have been 2 enquiries for meetings/party: one in September (now withdrawn) and one in December. Bryan is to liaise with the insurers to ensure that we are up to date with their conditions relating to Covid etc. At present we have standard Ts & Cs for hirers to conform to but now we will be putting in place new COVID specific Ts & Cs drafted up by the Sub Group and based on the Government and ACRE advice. A risk assessment has been drafted and will be brought forward to the next meeting for approval. In addition to regular daily cleaning by the Hall Cleaner, hall users will do certain cleaning themselves & will be in control 	Bryan

	<p>of the Test & Trace info. They will need to provide their own written risk assessment for each hire.</p> <ul style="list-style-type: none"> • Some groups are ready & just waiting to get back into the hall, others need to wait until their organisation gives permission to gather indoors again. Some groups have really missed this amenity so it is important for the hall to be made available as soon as safety can be assured. • Bryan gave us a rundown of the 3 main points: <ol style="list-style-type: none"> 1. Setting out of the hall. 2. Cleaning Schedule. 3. Hirer's Regime. • Setting out of Hall – Soft furniture and stage curtains will need to be removed & stored. There will have to be signage created appropriate to each area/situation. Hand sanitising stations are needed in a few key areas. Marking of kitchen & WC (only 2 at a time in here) • Cleaning Schedule The cleaning regime is to become daily and will need to adhere to the Covid guidelines. Cleaning has to be recorded & monitored. PPE & specialist equipment / cleaning materials will be required. Robert suggested that a 'fogging machine' he has researched may be a way forward in tackling the cleaning in an efficient way. It costs approx. £500.00. • Hirer's Regime - It will be the responsibility of the hirer to double clean specific areas – handles, WC, any hard surfaces etc. This principle of cleaning is the 'Swiss cheese' effect – where the hall user arrives at the hall & cleans areas, then after hire has enough time to clean areas again. There will be at least an hour's window between hires and when the next hirer comes in there will be the same cleaning regime. The question of increasing the hire rates was raised since we will have a considerable additional costs for cleaning and equipment and supplies such as sanitiser stations/cleaning equipment / bin bags/ tape/ towels / laundry etc. It was agreed that it was important to welcome back users in as friendly & welcoming way as possible. 	
<p><u>Report by Sub Group on Hall Keeper post</u></p>	<ul style="list-style-type: none"> • Bryan left the group while this topic was discussed. • This group is made up of Caroline, Ced & Gillian. Caroline has been liaising with the interested parties having advertised the post of 	

	<p>Hallkeeper on the Glenfarg Grapevine. Caroline sent out the Ts & Cs to all candidates explaining the job situation as regards the temporary nature of the contract & the fact that a report is to be made monthly to the Board. Caroline is to be the point on contact on the Committee.</p> <ul style="list-style-type: none"> • 5 people showed interest but, despite two week's notice, only 1 person made a formal application by the closing date on the 7th August. This applicant was Isla Craig who lives in the village and is a book-keeper with vast experience in this area. She is being invited to an interview with Ced & Caroline in the next few days. • Ced reported that Kareen had tendered her resignation by email on 12th August. The meeting agreed that her commitment and hard work should be recognised. Ced is to send her a bouquet of flowers to thank her & to recognise her work. • A new cleaner will be needed as soon as possible. It is clear that increased cleaning duties will be required in the future. (This will be discussed by the Hall re-opening sub Group). The Hall Cleaner post will need to be advertised as soon as possible once the duties and remuneration have been agreed. This will need to be brought back to the Board for approval. 	<p>Caroline</p> <p>Ced</p> <p>Bryan</p>
<p><u>Report on Tree Removal</u></p>	<ul style="list-style-type: none"> • It has been decided that a potentially dangerous sycamore tree together with an overgrown holly should be removed from the Schoolhouse garden. Neither of these trees is under a preservation order and the Schoolhouse is not in a conservation area. Gillian had circulated to the Committee a Treework Costings Breakdown after receiving 3 quotes for the treework. The cheapest price was given by Garry Fraser at £2000.00 for both trees. Gillian is to contact him for a copy of his liability insurance as there are extra safety & liability elements to this job- ie., 3 phone lines & branches overhanging garage. It was decided to ask the successful tree surgeon to look at removing branches on the Douglas Fir. 	<p>Gillian</p>
<p><u>Village Inn Proposal Discussion</u></p>	<ul style="list-style-type: none"> • Ced outlined the information provided by the Village Inn Group. He felt that there seems to be possible competition with our vision for the Schoolhouse – in terms of use as a meeting space to hire during the day and to offer catering. All our funders have been apprised of the intentions of the Village Inn group but the understanding had been that the facility would 	

	<p>be complementary rather than competitive to the Schoolhouse/Community Centre. We obviously have to give this a great deal of thought & consideration. We walked over the site behind the garage forecourt to look at the area of ground under discussion. It was decided that it would not be appropriate to sell ground freehold, but it might be possible to lease it instead. It was agreed to meet Village Inn representatives for a discussion.</p>		
<u>Update on Schoolhouse</u>	<ul style="list-style-type: none"> There is not a lot to report. Ced visits the buildings regularly to check on their condition. Ced is having difficulties contacting Daniel Webster re the Scololhouse contract. Bryan agreed to make contact to establish whether Webster could make an early start on the work eg. by completing the slapping through between the Hall and the Schololhouse. 	Bryan	
<u>AOB</u>	None		
<u>Date of Next Meeting</u>	To be arranged		