

**MINUTES OF ARKENDALE COMMUNITY HALL SPECIAL SUB-COMMITTEE MEETING  
TUESDAY 13<sup>th</sup> OCTOBER 2020 AT 2.00 PM IN ARKENDALE COMMUNITY HALL**

Present: Gavin Holman (Chairman) GH, Malcolm Howe (Vice Chairman) MH, David Cox (Secretary) DC, Jean Cox (Treasurer) JC, Judith Howe JH

Special meeting to update COVID secure guidance and risk assessments following initial lettings of the hall, following reopening at the beginning of August, and the governmental edict moving to a three tier risk system on 14 October 2020. We are currently in Tier 3.

MH briefed us on updates he had made to :-

- a) COVID Risk Assessment
- b) Special Conditions of Hire during COVID
- c) Hirers COVID Risk Assessment
- d) COVID SECURE POSTER

Changes include:-

- Mandatory use of face coverings (exemptions apply)
- Retaining contact details and the NHS Track and Trace QR code
- Groups requirement to follow their appropriate sports or activity governing body guidance where applicable
- Need for participants to bring their own equipment and not share with others.
- Deleting references banning pilates, yoga, and live performances.
- Need for hirer cleaning between groups if more than one group is meeting as part of letting.
- Use of kitchen is still discouraged but may be possible but only after reaching an agreement with ourselves.

We discussed the rule of six in relation to our current and potential hirers and agreed to apply the following rules to hirings.

1) The maximum occupancy of the hall to be reduced from 16 to 13, and 2 'bubbles' of no more than 6 plus an instructor/presenter would satisfy this maximum.

Both HAADI and the Art Class are currently within this limit.

12 attended the last HAADI meeting and they will be instructed to sit in 2 'bubbles' for their next meeting.

The Art group risk assessment already has 2 bubbles of 5 plus the teacher and this should remain unaltered.

Clearly there is the potential for more changes particularly if we move up to Tier 2 and we will respond accordingly.

MH will ensure that Caroline has all necessary information and revised documentation to pass on to hirers.

DC would arrange for the COVID secure poster to be reprinted regarding face coverings.  
The duty caretaker to coach hirers to complete the end of hire cleaning schedule, including emptying the bins and confirm on the checklist.

Agreed ..... (Chairman) Date .....