

**Kilmington Village Hall Regular Users' Meeting**  
**Wednesday 6<sup>th</sup> October 2021**

**Present:**

Committee: Judith Chapman (chair), Pauline Horwood (treasurer), Louise Quincey (bookings secretary), Steve Boon (maintenance)

Members: Gill Perkins, Marie Thorne (Country dancing); Sally Huscroft (KPC); Edward Martens (Sequence dancing); Gill Gibbs (Gardening club); Jean Falconer (RBL); Jenny Nickolls (Table tennis); John Watts (Cinema club); Peter Ball (KPC)

1 The Chair welcomed representatives of user groups and thanked them for coming.

The Minutes of the last meeting which are on the village website were agreed as a correct record. The main business of this meeting was to discuss the next stage in opening facilities in the hall in line with the Government's Winter Plan as applied to village halls which states that "all community events, activities and private hires can continue to take place".

The hall committee wished to put forward their proposals based on the Government's Winter Plan and advice from ACRE. Those present were asked to respond to the proposals in the light of their meetings in September in order to agree a plan for moving forward.

2 Louise took users through the committee's proposals

2.1 It continues to be the responsibility of the hall committee carry out a Risk Assess for Covid-19 as part of health and safety risk assessment. General advice is that risks can be managed by hirers through ventilation, opening doors and windows, encouraging use of face coverings in confined spaces, regular hand washing, and sanitising surfacing. Posters will be revised to include this advice.

2.2 Capacity limits are lifted

The VH Committee recommends the maximum number of individuals in the hall at any one time is 100 to include all helpers. Hirers are expected to use their judgement to ensure that the number attending an event is appropriate to that event. For example, a seated event with little movement around the room is considered safer than an event where people are walking around and where display or sales tables are reducing the floor space for general use.

In addition, people should remain considerate of anyone who is Clinically Extremely vulnerable. It is important to allow those people extra space so they feel safe, perhaps by using extra chairs with, for example, a reserved notice to give distance around them.

Some events may benefit from being ticketed as this offers control over numbers and provides a list of names of those attending.

2.3 Ventilation is considered a key factor in mitigating identified risks and doors and windows should, whenever possible, be open before, during and for ten minutes after the event has finished.

2.4 Use of hand sanitisers and regular washing of hands is strongly recommended.

Agreed

2.5 While legal restrictions will no longer apply the VH committee recommend that people wear face coverings in confined spaces, toilets, kitchen and other confined areas. Use of the one-way system may be helpful when visitors are leaving the hall and is the hirer's responsibility to use one or both exits as appropriate to the event and those attending.

2.6 Kitchen and toilets will be open and should be sanitised at the end of an event. Sanitisers and cleaning materials will continue to be provided and we request their use at events at which they are used.

2.7 Use of the kitchen - The dishwasher should be used for larger events and, if preferred, washing up done by hand for smaller events. It is recommended groups bring their own tea towels. If hall tea towels are used they should be taken home, washed and returned next visit.

2.8 Government guidelines and the general Covid-19 situation will of course be monitored throughout the coming months and Conditions of Hire may change in response.

### **3 Response from User groups**

3.1 Item 2.2, 2.4, 2.5, 2.6, 2.7, 2.8 all agreed

Item 2.3 The advisability of having the top windows open throughout an event was debated and it was decided that this would depend on the type of event and was the decision of the hirer. Agreed

3. 2 Type of chairs to be used was raised. Advice from ACRE in a phone call on 4<sup>th</sup> October is that “there is no significant risk” in using upholstered chairs. These will be brought back in to use. Agreed.  
ACTION: Chairs to be moved on Friday 6<sup>th</sup> October at 4.00 pm. Steve and Pauline to arrange.

**4 Treasurer's report:** Pauline took the group through a financial review dated 30<sup>th</sup> September 2021. It was agreed that there will be no increase in hire charges until spring 2022.

ACTION: Agreed

**5 Bookings report:** Louise reported that bookings from regular users are almost back to normal and she is receiving a number of enquiries for other events such as parties. Louise thanked those present for their co-operation during the period of the pandemic which had brought considerable extra work for everyone.

**6 Maintenance matters:** Steve reported on maintenance matters which Pauline is gradually handing over to him. He thanked her for all the work that she and Barry have undertaken over the last few years. He advised that all the summer maintenance tasks were up to date.

7 Chair's report: There being nothing further to report the meeting moved on to AOB.

### **8 AOB**

8.1 Jean Falconer asked if any progress has been made on providing wifi in the village hall. It was agreed that the cost of this would be investigated.

ACTION: Steve

8.2 John Watts commented that he regards the red upholstered chairs as not sufficiently comfortable for events such as Cinema Club. The meeting was asked if anyone would like to be co-opted to the VH Committee to begin to explore the idea of additional/new chairs. There being no offer from anyone the VH Committee will discuss this at their next meeting.

ACTION: VH Committee to discuss

8.3 Judith reminded everyone that the VH committee is seeking additional members and asked those present to bear this in mind now we are all able again to meet more, especially to talk with newcomers to the village.

ACTION: Everyone, please ask anyone interested to talk with any member of the VH Committee to find out more about what is involved.

Jean Falconer thanked the Committee for their work during the past difficult months.

The meeting closed at 8.30 pm

**The date of the next Annual Meeting with Regular Users is:  
Wednesday 5<sup>th</sup> October 2022.**