

Guilden Morden Village Hall
- Reopening Actions List (7th Sept 2020)

No	Area	Action	Responsible	Notes/Updates	Status
1	Admin	GMVH Reopening Actions List to be kept updated & actions tracked to completion	Rachel		On-going
2	Admin	Make sure we're on local ACRE Network members mailing list	Rachel	We're on their mailing list because we get the updates however I've just done a search and there are loads of emails that have come in which I've not seen because they've gone directly into a 'Promotions' folder instead. I'll see if I can un-set this flag going forwards so they start coming back directly into the Inbox. >> All emails now moved to Inbox but will continue to monitor what's happening going forwards - Changed action to Complete	Complete
3	Admin	Keep monitoring the ACRE website / blog pages	Rachel	I've started doing this and happy to continue	On-going
4	Admin	Keep monitoring gov.uk coronavirus website	Sophie	Sophie starting doing this	On-going
5	Update	From 4th July public buildings were allowed to re-open	-	Committee decided to aim for Sept re-opening	Info Only
6	Update	From 25th July village halls can start doing indoor sport & exercise	-		Info Only
7	Update	We are taking action to 'comply with Government guidance and the Health Protection Regulations'	-	Working to the latest ACRE information sheet - 20/7/20 (ACRE = Action with Communities in Rural England) >> Now working to Issue 5.1 - 17/8/20	Info Only
8	Update	Bookings can be taken where there are 30 or less attendees and social distancing of at least 2m (3 steps) can be maintained or 1m plus other mitigation measures or contacts below 2m are minimised & transitory	-	From 8/8/20 face masks must also be worn inside the building	Info Only
9	Admin	Must complete COVID-19 Risk Assessment , establish a plan to address and mitigate the risks identified & formally record that it has been done (keep as evidence of actions taken in order to comply with COVID-19 secure guidelines)	Sophie	See - Appendix F - Although some of the areas in this appendix may be noted in this actions list I've not specifically looked at this document or called out the areas it suggests so need to work through this template as well as this actions list in order to complete/pick out what needs to be included the risk assessment >> Sophie completed and circulated to the group	Complete
10	Admin	Should follow HSE advice & undertake our own Employer's Risk Assessment for COVID-19 in discussion with staff, to ensure everyone is safe (including Trustees)	Sophie	See - Appendix F - NB: No one is obliged to work in an unsafe work environment >> Done as part of the above	Complete
11	Admin	Agree any changes in work patterns/requirements to ensure the hall meets the COVID-19 secure guidelines in writing with any employees	David / Sophie	David has amended the Caretaking Duties document - once this is finalised then Michael K to formally acknowledge receipt of this and agree to it via email; Also Sophie to share with Tessa Keeble (back up cleaner)	Open
12	Admin	Come up with a plan of who will do the hall cleaning/laying out/day to day stocks top/maintenance if Michael is taken ill - Include as a risk	Sophie	See - Appendix F - Suggest we find someone else in the village who would be able to take this on (as paid work) for a short period if the need arises >> Sophie has approached Tessa Keeble (who cleans for the pub) who has said she's willing to do this; Sophie and Michael K to meet with Tessa to give her a set of keys and to run through the cleaning requirements, where everything is kept in the hall etc.	Open
13	Admin	Must re-do this COVID-19 Risk Assessment as/when deemed necessary (& keep copies as evidence)	Sophie		On-going
14	Admin	Put a copy of the COVID-19 Risk Assessment in the hall, add a copy to the website & send a link to the website to all hirers	Rachel		Complete
15	Admin	Keep written records of all actions taken in relation to preparing hall for reopening to reduce risk of Trustee's being held liable if an outbreak of COVID-19 is subsequently traced back to our village hall	All	All to keep records but Rachel to add any documents incl. this Actions List to the website as evidence	On-going
16	Admin	Advise the hall's insurers when the hall will be re-opening and check any special insurance requirements	David	David has phoned & emailed - all OK (no special requirements) - they were more concerned about the hall having been empty and the frequency of checking during this time re: potential vandalism - Michael has been in regularly though so this has been covered	Complete
17	Admin	Ensure any contractors coming on site bring their own equipment/PPE	Mike	Electrician scheduled to come on Fri 28th Aug - she will bring her own PPE	On-going
18	Admin	Review budget forecast for 2020-21	David	David has reviewed and all currently looking OK having received the COVID support grant money; One thing to note is that the current monthly electric costs are more than the income; This could be due to the electric required to host the defibrillator - See Action 94	Complete
19	Admin	Capacity = Size of room (in sq mtrs) divided by 4	-	Calculated as 37 however committee agreed to stick to the 30 or less rule otherwise we move into 'larger gatherings' category which requires additional steps such as stewarding etc...	Complete

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20	Admin	Consider flow system in/out of the building	-	Agreed to use same entrance for in & out but that both external & entrance hall doors should always be opened (as well as all windows for ventilation) >> Note football will be using rear door only for their in & out to access the toilets within the changing room area	Complete
21	Prep	Flush through the water system, five minutes for each tap or shower head, to remove any risk of legionella or other bacterial build up and ensure U bends are full. Keep clear of spray (place showerheads in a container of water while flushing to avoid spray) and wipe up afterwards with household disinfectant. Check hot water system is set at a minimum 50C.	Michael K	See Chartered Institute of Environmental Health Officers guidance, link in Section 6 >> Question raised of how often this should be checked - guidelines to be reviewed; Michael K to check with the plumber and then take action accordingly - it was established that the shower heads do come off >> Latest ACRE legionella information sheet sent to Michael K & Mike for further info	Open
22	Prep	Check the electrical inspection (required every 5 years) and PAT testing are up to date and visually check leads - Note our Insurance requires us to do this so must do	Mike	Electrician scheduled to come on Fri 28th Aug >> PAT testing now complete and we had an electrical inspection done in 2019	Complete
23	Prep	Ensure any fridge/freezer is working at correct temperature	Mike	Mike checking via his home fridge temperature gauge	Open
24	Prep	Ensure heating and hot water system is operational	Mike / Michael K	OK as they each operate off separate heaters	Complete
25	Prep	Identify & address any items requiring attention e.g. light bulbs failed, trip hazards	Mike / Michael K	Hall been checked and is generally in good working order; Bulbs and other electrical related items will all be checked and rectified as required on Fri 28th Aug when electrician is in	Complete
26	Prep	Carry out the routine health and safety risk assessment of the whole premises - Insurance requires that we 'double check all your H&S inspections are up to date' - so must do this	Mike / Michael K	See ACRE Village Hall Information Sheet 15: Health and Safety legislation and Village Halls >> Rachel to send ACRE link to Mike plus circulate any past related documents which have been filed in the Google drive >> Link/docs sent	Open
27	Prep	Ensure the Fire Safety Risk Assessment & routine fire safety checks are up to date e.g. fire exit doors are clear, not sticking, fire extinguishers serviced, emergency lighting system and any alarm system are working - Note our Insurance requires us to do this so must do	Mike / Michael K	See ACRE Village Hall Information Sheet 37: Fire Safety in Village Halls >> Sophie re-forwarded on the recent Fire Inspection email/details; Fire extinguishers confirmed as in date (next check due Sept'21); Rachel to circulate anything related from Google drive >> Docs sent	Open
28	Prep	Tape (at 2m intervals) to be put on the ground outside & inside the entrance hall to manage people at entrance 'pinch' point	Mike / Michael K	Paint to be used outside >> Lines not painted up outside but indoors in entrance hall all marked up	Complete
29	Prep	Sanitizer & tissues should be provided at entry & exit points	Mike / Michael K	Tissues, soap, toilet rolls, paper towels or hand driers and cleaning products, including disposable cloths >> Put in (1) Lobby; (2) Hall just inside door and (3) Committee room re: football entrance/exit >> Done	Complete
30	Prep	Cleaning products, including disposable cloths or paper roll, running water, soap & paper towels should be provided in the kitchen	Mike / Michael K	Done	Complete
31	Prep	Toilet rolls, running water, soap & paper towels or hot air driers should be provided in the toilets	Mike / Michael K	Done	Complete
32	Prep	Bins need to be provided for tissues/waste at entry & exit points, in main hall, committee room COVID Unwell area, kitchen & toilets	Michael K	Done	Complete
33	Prep	Put chair, tissues, bowl, paper towels, bin into the COVID-19 unwell waiting area	Michael K	Agreed to use Committee room as this area >> Done	Complete
34	Prep	Check the first aid box contains all the items listed	Mike / Michael K	See - Appendix H >> Mike has got the list of contents required >> Michael K has a box which can be used to store all the COVID specific PPE etc. items >> Done	Complete
35	Prep	Remove all non-essential items from the hall which may be difficult to clean	Michael K	Card tables ?? >> Nothing removed but card tables are stowed away and won't be used	Complete
36	Prep	Ensure Michael has appropriate PPE	Mike	Ordinary overalls and plastic gloves are usually sufficient. The overalls should be taken off when leaving and washed. A set of disposable PPE is also needed in case decontamination is required. >> Gloves and apron or boiler suits to be costed up as an option >> Mike confirmed as having placed orders for all the items needed - thanks Mike	Complete
37	Prep	Purchase all additional items/stocks as required	Mike / Michael K	Mike & Michael K have costed these up and to buy from most cost effective place; All agreed that having a spray system whereby a concentrated/diluting cleaning fluid can be used would be a good idea >> Mike now purchased all items & put them in the hall	Complete
38	Poster	Catch it, Bin it, Kill it posters need to be put up	Nik	Link - https://www.england.nhs.uk/south/wp-content/uploads/sites/6/2017/09/catch-bin-kill.pdf	Complete

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39	Poster	Self-certification should be displayed at the entrance showing that hall is complying with COVID-19 Secure Guidelines	Nik / Mike	See - Appendix C which Rachel has updated as required >> This is the COVID Secure Guidelines poster ; Use the version of this which is on the Village Hall website as this was updated on 26/8/20 - As Nik was unable to attend the meeting Mike to liaise with Nik on the posters/sizes required - this applies to all the poster actions (38-48) >> Posters put up	Complete
40	Poster	Certifying an employer has taken steps to ensure premises are COVID-19 secure - see link	Nik	Link - https://assets.publishing.service.gov.uk/media/5eb963fcd3bf7f5d39550303/staying-covid-19-secure-accessible.pdf >> Done during the meeting	Complete
41	Poster	Do Not Use sign to be put on chair/tables store cupboard	Nik / Mike	Wording => No Admittance >> Poster put up	Complete
42	Poster	Please use the floor indicators to maintain your distance signs to be put on front door & in hall	Nik / Mike	Use the poste Mike has done instead >> Posters put up	Complete
43	Poster	Please avoid using the kitchen where possible - If in use maximum 2 people only allowed sign	Nik / Mike	Posters put up	Complete
44	Poster	Engaged/Vacant - 3 x laminated notices to be put up on each toilet door	Nik / Mike	Hung on string & attached by a nail/hook/?? so users can easily flip over either way >> Only 2 needed as disabled toilet has it's own engaged/vacant lock already >> Put up	Complete
45	Poster	Designated COVID-19 Unwell Waiting Area - First Aid Kit (containing disposable mask, gloves & apron) can be found in the kitchen cupboard	Nik / Mike	Details included on hall layout posters instead	Complete
46	Poster	COVID-19 Treatment plan - print 2 copies - one for main hall and one for committee room, next to 'unwell chair'	Nik / Mike	See - Appendix L which Rachel has updated as required >> Use the version of this which is on the Village Hall website as this was updated on 26/8/20 >> Posters put up	Complete
47	Poster	First Aid Kit	Nik / Mike	To put on the relevant kitchen cupboard door >> Sign already there	Complete
48	Poster	Mark up on hall plan where COVID-19 Unwell area is and where sinks are so people can wash their hands	David	Not marked washbasins (too detailed) otherwise Layout updated	Complete
49	Cleaning	A thorough clean of the hall should be undertaken before it re-opens	Michael K	To be done on Fri 4th Sept >> Rescheduled to Sat 5th Sept >> Done	Complete
50	Cleaning	Surfaces which are touched frequently need regular cleaning i.e. door handles, handrails, tabletops, sinks, toilet areas, kitchen surfaces	Michael K	Ordinary domestic products can be used; Ordinary gloves/aprons can be used for usual cleaning - only disposable ones are required if cleaning after a suspected COVID-19 case	On-going
51	Cleaning	Be careful cleaning where there is risk of damage or where applies to electrical apparatus e.g. switches or rubberised or glued surfaces - these should be cleaned by cloth not sprayed with disinfectant	Michael K		On-going
52	Cleaning	Need to agree the 'frequency' of cleaning of each item/area on daily/weekly/monthly bases as well as in relation to booked hire sessions i.e. what needs to be cleaned before every hire/an exercise related hire etc.	David	Documented in Caretaking Duties ; NB: The approach seems to be to clean 'before' every hire, rather than clean 'after' every hire >> Committee agreed with this approach	Complete
53	Cleaning	Check/replenish sanitiser, tissues, soap, paper towels, washing up liquid, cleaning products etc. as well as remove all waste to outside bins before each hire	Michael K		On-going
54	Cleaning	Inform Michael of additional cleaning required if someone is taken unwell on the premises with a suspected case of COVID-19 - see link: https://www.gov.uk/government/publications/covid-19-decontamination-in-non-healthcare-settings	Michael K	This is classed as 'decontamination clean' - requires wearing disposable PPE and double bagging of PPE & the cleaning materials used afterwards, which must be stored for 72 hours securely prior to collection; Cleaner should also launder all personal clothing worn on arrival home. >> Michael K to confirm he's happy with all this >> Complete	Complete
55	Cleaning	Create a Cleaning Record Sheet - Display this record sheet in the hall & complete an entry showing the date/time it was last cleaned >> Note our insurance says 'Your cleaning needs to be fully documented' so must ensure this happens and these records/cleaning logs are kept	Mike / David	Should this record sheet have boxes on for the key areas such as toilets, kitchen, hall, tables/chairs, floor, door handles/light & heater switchers - that Michael can tick as well as putting the date/time/ & his signature? >> Both Mike & David created drafts - Final version to be included in the Caretaking Duties document but to be printed as a separate monthly sheet for displaying in the hall and updating daily/as/when cleaning has taken place - then also be used as a timesheet of hours worked >> Sheet now created	Complete
56	Admin	Update Caretaking Duties document to reflect all the latest hall requirements including extra cleaning required if COVID-19 suspected case situation arises & formally record that this has been done (keep as evidence of actions taken in order to comply with COVID-19 secure guidelines)	David / All	David now done further updates following the meeting; Others to provide any final feedback a.s.a.p.	Open
57	Admin	Put a copy of the Caretaking Duties in the hall, add a copy to the website & send a link to the website to all hirers	Rachel	Draft copy added to website >> Pending receipt of final version	Open
58	Admin	Update Special Conditions doc so it meets our requirements	Rachel	See - Appendix E - Also include all items listed as 'to inform hirer of' as per this actions list >> Done	Complete
59	Admin	Engage with hirers to ensure the 5 x COVID-19 Secure Guideline requirements are clearly understood	Rachel	Add this to Special Conditions doc - See Information Sheet - Issue 4 - page 3 >> Now going to add this as part of the covering email instead >> Done	Complete

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60	Admin	Ensure hirers inform all participating individuals that they must adhere to social distancing guidelines. In general people are being advised to only meet indoors in groups of up to 2 households or, outdoors, meet in a group of up to 6 people from different households, following social distancing guidelines as far as possible. Those in single adult households can form a support bubble with another household. The responsibility rests with the individual to comply and with the hirer (the event organiser) to have carried out a risk assessment and operated the event under COVID-19 Secure guidelines to make it possible e.g. by laying out seats or tables so as to enable household groups to achieve social distancing from the next group. For example, at a family quiz household groups might be invited to sit at one table, 2m from the next table. At bingo, a "bubble" might sit side by side, separated from the next group. The aim is to contain risk of virus spread to small groups.	Rachel	Add this to Special Conditions doc >> Done	Complete
61	Admin	Confirm to hirers that 'Face coverings can be used but are not compulsory. If used they do not replace social distancing and the users of the hall should continue to wash hands regularly and maintain social distancing. If users choose to wear one it is important it is used properly by thoroughly washing hands before putting them on and taking them off.'	Rachel	Add this to Special Conditions doc >> Done	Complete
62	Admin	Communicate to hirers in/out & window ventilation system to be complied with	Rachel	Add this to Special Conditions doc - i.e. Same in/out door to be used - both door opened etc.. >> Done	Complete
63	Admin	Confirm to hirers that 'In case of emergency it important to prioritise safety so in the event of fire or accident people do not have to stay 1 or 2m apart if it would be unsafe to do so'	Rachel	Add this to Special Conditions doc >> Done	Complete
64	Admin	Hirers told to keep a temporary record of who attend for 21 days & to provide that data to NHS Test & Trace if needed - plus to consider what they will do if more people turn up than they can safely accommodate	Rachel	Add this to Special Conditions doc - It is not compulsory for people to provide information but could help contain outbreaks. Note if this is done this information should be kept securely so as to comply with GDPR (e.g. a password protected phone or tablet or a locked filing cabinet) & then destroyed afterwards >> Done	Complete
65	Admin	Advise hirers that equipment should not be shared, rather attendees should be encouraged to bring/use their own however for those bringing or using their own equipment which is stored at the hall they will need to clean this for each session and before stowing it away	Rachel	Add this to Special Conditions doc >> Done	Complete
66	Admin	If using the kitchen inform hirers that they should bring their own tea towels and to clean all kitchen areas/utensils/items used prior and after use	Rachel	Add this to Special Conditions doc >> Done	Complete
67	Admin	Inform hirers that if bins are full they should take home their own rubbish	Rachel	Add this to Special Conditions doc >> Done & also now added to standard 'Booking Form' as well	Complete
68	Admin	Advise hirers to encourage people to wash clothes after attending an activity or event to reduce the risk of transmission	Rachel	Add this to Special Conditions doc >> Done	Complete
69	Admin	Include paragraph & recommendations about taking/handling payments/cash within the Special Hire Conditions doc	Rachel	Add this to Special Conditions doc - i.e. All cash payments/donations to be handled by 1 individual wearing gloves and once collected it should be safely stored and not touched for 72 hrs - See WI recommendations >> Done	Complete
70	Admin	Advise hirers that 'If someone becomes unwell at the hall with suspected COVID-19 symptoms (where safe to do so) they should be asked to leave immediately by the nearest exit. If this is not possible a space to be designated & setup into which they should be moved until transport home or to hospital is available.'	Rachel	Add this to Special Conditions doc - Agreed to use Committee Room as this area >> Done	Complete
71	Admin	Inform relevant hirers that 'Sport & exercise should take place in accordance with guidance issued by the relevant governing body for the sport or activity to deal with COVID-19 risks. We require hirers to expressly confirm they are compiling with such governing body guidance as is appropriate for their area of sport/exercises.'	Rachel	Add this to Special Conditions doc >> Done	Complete
72	Admin	Insurance says 'Please ensure that activities not allowed by government do not take place at your hall, and that in includes any activity organised by your hirers' so include this in the special conditions	Rachel	Add this to Special Conditions doc >> Done	Complete
73	Admin	Check that all items shown in 2.5 from (f) onwards are already included in the Special Conditions - or if not then add them as required	Rachel	Add this to Special Conditions doc >> Done	Complete
74	Admin	Update website with all latest info/docs	Rachel	'Meetings & Reports' page now updated to say 'Documents' instead and 1st docs already added >> Now been through and updated all the pages on the website	Complete
75	Booking	Check with hirers who wants to come back & when etc..	Rachel	Emails already sent out >> Rachel to chase those who've not responded >> Chaser emails sent out	On-going

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76	Booking	Michael to confirm the time required & his availability to clean/setup the hall before regular daily bookings & between regular bookings where there are 2 scheduled for the same day	Michael > Rachel	Agreed that a min. of 1hr required between bookings; Only times currently when we have 2 booking in the same day close together are 3rd Mon (Therapy & PC) and 3rd Thurs (Therapy & WI); Garry to be asked to finish 6pm on these to days (instead of 7pm) so enough time for cleaning/setting out >> Confirmed	Complete
77	Booking	Timing of bookings to be re-arranged to fit in with Michael's availability/setup/cleaning requirements	Rachel / Michael K	Draft Sept schedule given to Michael - final one to be issued >> Website now updated with latest bookings for Sept, Oct & Nov; Michael to confirm he's OK to fit around these current bookings >> Confirmed	Complete
78	Booking	New bookings only to be taken once Michael's availability re: setup/cleaning has been checked first	Rachel / Michael K		On-going
79	Booking	Hirers to re-complete a new Booking form	Rachel	Booking form updated and uploaded to website; Now being sent out to all hirers >> Sent to all those who have confirmed their bookings	On-going
80	Booking	Must ensure the Special Conditions are followed	Rachel	Send copy to hirers, ask them to forward onto all their members; then must get signed or email confirmation back re: receipt of details & agreement/acceptance that they & all their attendees will maintain compliance, prior to accepting new bookings >> In Progress >> Pending confirmation back from all hirers who have confirmed their bookings	On-going
81	Booking	Our insurance says we must 'ask all your hirers to document their cleaning and compliance with government guidelines at any time' - so include this in the comms to hirers	Rachel	NB: It doesn't say we need copies - it just says we need to 'ask...' so we need to evidence that we've done this >> Included in comms sent to hirers >> Done	Complete
82	Booking	Send hirers the sample Risk Assessment form that they may wish to use. The Government guidance says: 'if organizing an activity you should carry out a COVID-19 risk assessment to identify actions which could minimize the risk of transmission' however this is not compulsory & trustees do not need to see it	Rachel	See - Appendix G - Note insurance says we need to 'ask hirers to review their risk assessments regularly' - so again we need to ensure that we 'ask...' >> Included in comms sent to hirers >> Done	Complete
83	Booking	Send copy of Indoor and outdoor exercise & sport requirements to all sport/exercise related hirers	Rachel	See - Appendix K >> Included in comms sent to hirers as necessary >> Done	Complete
84	Booking	Add copies of the COVID-19 Secure poster & COVID-19 Treatment Plan to the website & link to all hirers	Rachel	See - Appendix C & Appendix L >> Done	Complete
85	Booking	Put 2 x links on Guidance for social distancing & vulnerable people on website & send link to all hirers	Rachel	Link - https://www.gov.uk/government/publications/staying-alert-and-safe-social-distancing & link - https://www.gov.uk/guidance/meeting-people-from-outside-your-household-from-4-july?utm_source=935b2a3a-8dbf-4500-8931-737354418d60&utm_medium=email&utm_campaign=govuk-notifications&utm_content=daily >> Done	Complete
86	Booking	Hirers to confirm the number of tables, chairs & basic layout required for their activities prior to their meeting	Rachel	Rachel to pass this information onto Michael >> Hirers asked to confirm if they need any special layout requirements	On-going
87	Booking	Organisers of activities to lay rooms out such that social distancing can be observed as far as possible	Michael K / Rachel	Before each hire Michael to do room layout on behalf of the hirers, then clean the chairs/tables prior to use. Hirers to leave as found then after each hire Michael to clean then put away. >> Included in comms sent to hirers	On-going
88	Booking	It is unlikely that the full range of 'normal use' will be possible - if required, ask Football how they plan to use changing rooms/showers and still maintain 2m social distancing	Rachel	Committee will need to decide which hirers can begin to use the hall and when based on government guidance & the risk based approach being taken >> Football have confirmed that currently they only plan to use the toilets so think we can currently consider this action as complete	Complete
89	Booking	Inform hirers that they are free to raise any concerns	Rachel	Included in comms sent to hirers >> Done	Complete
90	Admin	Check the security code or key logs are up to date	Rachel	All hirers have been asked to confirm who their current key holders are	Open
91	Admin	Ask all key holders (incl. trustees) to re-sign Keyholder Obligations form (as used by Janet)	Rachel	Give Michael K (who holds the spare keys) some spare copies of the form so he can hand out going forward whenever he hands out keys	Open
92	Admin	Look through all old key holder logs & contact these people to ask them to return keys which are no longer required	Rachel		Open
93	Admin	Rachel added as the name the hirers should contact if someone falls ill whilst at the hall or within 7 days of attendance - so would then need to let everyone know who's been on the premises within 72 hrs of the risk	Rachel	Rachel will let people know about incidents as/when necessary	On-going
94	Admin	Approach Parish Council about them paying towards the electricity costs for the defibulator	Mike	Ref: Action No. 18	Open
95	Admin	GMVH is not a paid up member of the ACRE group so we don't have access to all the information sheets they hold - Should we join?	Rachel	Cost is £57 per year - Propose doing so as the information they've provided this year has been extremely helpful so would be good to support this organisation >> Committee members agreed; David has provided a cheque; Rachel to complete form and send off	Open
96	Prep	Garry to supply us with a copy of his PAT testing certificate for our insurance company	Rachel	Rachel to contact him >> Email sent - awaiting a response	Open
97	Prep	Nik happy to print out a leaflet/handout to leave in the foyer for people/potential users to take re: new normal when hiring the hall if needed (100-200 copies of 4 or A5)	-	Committee discussed this at the meeting on 26th but not seen as necessary currently - plus having leaflets would create a risk of spreading the virus	Complete