

NCA Committee Meeting

Monday 29th June 2020, 7:30 – 9:00 pm by Zoom

Welcome and apologies

Peter Montgomery (chair), Jackie Holdstock, James Leigh, Doris Marcelo, Nikki Milican, Steve Palmer, Rory McNeile.

Non-voting: Kerrie Seymour, Jayne Leaver, Su Aves.

Approval of Minutes – 15th June 2020

Approved

Treasurer's Report

James: Noted that the Treasurer job description has been circulated.

Invoicing – question about time to pay for bookings. Jackie – refer to policy already agreed. If payment is not received by the due date as specified in the policy, the provisional booking should be cancelled. James and Kerrie will set up steps of process for reminders and cancellation.

Question about ECC portal (Sec – not yet registered. There is an existing Direct Debit to ECC used for water, insurance, waste.) James to register and copy details to Steve.

Covid-secure reopening of Community Centre

See report below by Kerrie, who presented.

Labels on distancing etc are available. Issues about cleaning between users. Reduced capacity – floor area divided by 4 limits number. Ventilation is key – could consider leaving windows open all day; doors would be up to hirers. Wonford CA have written a draft risk assessment, which will be circulated. Action with Communities Rural England (ACRE) are producing relevant advice. Centres need to engage with hirers and set up specific guidelines. Hirers should do their own risk assessment. Perhaps need a flow system. Sharing of crockery and cutlery -advice seems to be changeable. Huge implications if someone who has been in the Centre falls ill. There is significant advice on subsequent cleaning and use of PPE. Potential problems with insurance interpretation. Kerrie going to a city-wide meeting on Wed 1st July.

Discussion: Rory advised against doing too much yet, because we may have to redo things as advice changes. Peter – why are we reopening? Is it to service community or for finance? What is our responsibility, and are we expecting people to clean up after themselves? There is no date yet for reopening of playground (Su shared information from Cllr David Harvey at ECC). The leader of the Qigong group has asked about holding outdoor sessions in the Park, with use of toilets. This raises the problem of trusting users to clean. Decided that this is currently not viable. Question – is there other evidence of recent demand from regular users (e.g. Woodcraft)? Kerrie – no. Doris – hirers are waiting for advice from Centres; no other Centres she uses have yet offered. Nikki – suggest we wait to see if there is a second surge. Decided to keep to the September target.

Immediate actions? Decided we should get hand sanitiser and refillable wall-mounted dispensers, and fit these inside the building near doors. Fit paper towels in toilets in place of air driers.

Actions:

- obtain and fit refillable wall-mounted hand sanitiser dispensers and liquid. Dispensers to be fitted near doors inside the building. Obtain and fit paper towel dispensers in the toilets, and turn off the air driers.

- Kerrie to circulate all regular users, update to website and Facebook (Peter, Nikki, Jayne).
- Kerrie to circulate details from meeting on Wednesday.

Newtown Community Centre – maintenance, decorating etc

- Rory has requested the sound absorption panels to be fitted. Confirmed that they are fire-retardant; about 4/5 weeks for delivery.
- Light not working in small room – Rory will chase Wannells.
- Salto entry system now working correctly. Still an issue over the certificate renewal – Kerrie to check with Guardian
- Smart Export Guarantee – SMETS2 meter to be fitted within 2 weeks.
- Rain downpipe damaged by ECC mower. Needs a new pipe, not yet purchased (Steve).
- Need to fit stops to prevent damage when doors are opened (Rory).
- Kerrie will check for other issues.

Advertisement for Chair and other Trustees

Nikki has republished the vacancy and added Treasurer role on Facebook. Jo has set up membership of LinkedIn. Nikki has checked on Getting On Board and Reach Volunteering, but these are probably not local enough. Suggestion – contact local employers, eg University, Met Office. Jackie – can contact Exeter Forum and U3A. Contact regular users – add to letter to be sent by Kerrie. Jayne will add to newsletter.

Rory willing to mentor future chair or co-chair.

Centre Manager recruitment

Subgroup will continue with preparation for interviews. Subgroup: Jo, Jackie, Rory, Steve. Steve will collate information about candidate availability and then call a subgroup meeting to discuss interview questions and scoring. Su – need to include a question on safeguarding.

Policy documents

See:

https://drive.google.com/drive/folders/0B4G5a8h5XncfM09tc0JwcmdkbEE?usp=sharing_eil&ts=5ea96ece

Kerrie has re-examined, and a report on which are mandatory has been circulated. All Trustees to check and feed back for next meeting.

AGM preparation

Postpone to next meeting.

AOB

None

Next Meeting Date

Monday 20th July 2020 7:30pm by Zoom

Covid-19 and re-opening the centre.

There is a lot of information out there and naturally there are some grey areas and some contradictions however the general Government and WHO guidance places an emphasis on businesses and venues being 'Covid Secure'

This means:

- Hand Sanitiser should be provided at all entry and exit points, sanitiser and/or running water, soap and paper towels in toilets and kitchens. Hot air hand dryers are not recommended as they distribute droplets.
- Respiratory hygiene should be actively encouraged: Everyone needs to be encouraged to avoid touching their mouth, eyes, and nose. Tissues need to be disposed of into a bin, then hands cleaned.
- Increased waste facilities to allow for the above are recommended
- Adequate signage on the floors is required to support and encourage social distancing
- Public Information posters should be displayed on the walls to promote thorough hand washing and the 'catch it, bin it, kill it' procedure
- Increased cleaning to be implemented and a cleaning schedule to be displayed
- Reduced capacity to allow for social distancing which remains at 2mts
- A one way system where possible
- Increased ventilation
- A Covid-19 specific Risk Assessment should be in place along with adequate insurance and PLI
- Minimise contact with individuals who are unwell
- No one should attend the premises if they have symptoms or are self-isolating due to symptoms in their household.

N.B There is a mentioned concern around aerosol transmission which means that any activities or events involving singing or live performance are currently not authorised. Government guidelines do not yet permit large social gatherings such as birthday or wedding parties to take place either indoors or outdoors.

ACRE (Action with Communities Rural England) have created a set of guidelines which have been circulated very recently to Village Halls and Community Centres. In addition to the Government guidelines above ACRE provide some really useful centre specific recommendations;

- Centres should engage with their regular hirers to ensure that the COVID-19 Secure requirements are clearly understood
- Hirers should be encouraged to consider whether people attending their activity are vulnerable to COVID-19 and how they will address the need to keep them safe
- A Covid-19 specific hirers agreement is recommended
- Hirers should be provided with a copy of the centre's COVID-19 Risk Assessment
- Staggered hire times should be implemented to ease congestion at arrival and departure. **NB** Some research suggests that people passing briefly in a corridor carries less risk than remaining in a room together for a length of time because of viral load
- Self-certification should be displayed showing that the centre is complying with COVID-19 Secure Guidelines
- Gaps between hires to allow for cleaning to take place. Where possible the advice is to clean between hires. Hirers could be asked to wipe down all surfaces after their hire but this will be hard to monitor

- Hirers should be encouraged to bring their own food and water. The use of shared cutlery and crockery remains a risk. It may be worth considering keeping the kitchen out of use at this stage to reduce this risk
- Face masks are recommended in enclosed spaces but are not yet mandatory
- If someone is taken ill with Covid-19 and has used the space there are strict guidelines which must be followed for the decontamination of a non-healthcare setting. This requires disposable PPE and double bagging of PPE and cleaning materials afterwards, which must be stored for 72 hours securely prior to collection