

NCA Committee Meeting

Monday 17th August 2020, 7:30 – 9:00 pm by Zoom

Welcome and apologies

Peter Montgomery, Rory McNeile, Jackie Holdstock, James Leigh, Steve Palmer
Richard Branston, Jayne Leaver, Kerrie Seymour, Will Paley
Apologies: Jo Evans, Su Aves.

Approval of Minutes – 3 August 2020

Approved.

Treasurer's Report

The Annual Report was approved. Invoice for annual report circulated.

Funding applications

Kerrie and Will applying for Community Covid19 funding for PPE etc, aiming for £800, maximum of £1000, requires match funding by volunteer hours.

Steve has applied for an Active Devon grant, for £1000, aimed at restarting Qigong etc.

AGM preparation

Discussion of dates. Decided to proceed as noted in the last agenda, but fix date for 21 September. Steve to prepare a draft notice and circulate for approval. Request people to indicate if they will join. Include with the notice the Trustee roles document and invite people to apply, with a CV. Agenda to be prepared. Present Annual Report first at 7:30, then elections if necessary, then Q&A using chat box. Cap at 1 hour.

Advertisement for Chair and other Trustees

See above under AGM. Jayne suggested current Trustees include a short bio to go with the notice; agreed Trustees will send these to Steve and Peter. Note previous discussion of putting these on the website.

Covid-secure reopening of Community Centre

Kerrie – Information from other Community Centres. None of the other local Community Centres are fully open yet, but some accept limited groups. General concern round kitchen hire. Some allowing only one group at a time. One allocating one toilet to one group. Masks are mandatory. (Will – recent research, wind instruments and singing are not significantly more risky than speech.) From the questionnaire, almost all groups want to come back. The only group not likely to come back are Magic Carpet. Some groups are already advertising restart in September. They are keen to keep to their regular times, so it may be difficult to persuade groups to adjust.

Options:

1. hire each room once per day with a daily deep clean.
2. Hire twice per day, with deep clean at midday.
3. Groups to clean for themselves.

One group says cleaning is not their responsibility. (NB International Yoga are telling tutors to do their own cleaning to be sure.).

(Rory) Principle that we should open as fully as possible. Agreed to option 3.

Change access so only tutors/leaders use the front door; other people use the veranda doors. Could allocate one toilet to each room. Put hand-gel station at each veranda door. Suggestion to put a cleaning sheet in each room. Cleaning equipment to be provided (use the grant to purchase). Waste bin in each room. People to bring their own water bottle.

We cannot afford to provide full-time cleaner service. Suggestion (James) that a cleaner service should be offered at £30 per hour for those who would rather not do their own cleaning, agreed.

Kitchen: only feasible to have one person at a time in the kitchen. Suggestion (Rory) we offer a single person to use the kitchen and offer café service. Suggestion (James) to offer the kitchen to one group per day, with clean daily. Can lock the kitchen and turn on the water bottle fountain. No food or drink preparation upstairs. No food to be brought in.

WHO advice on time between bookings – 20 minutes for Covid19 to settle, then time to clean, then 15-20 minutes to settle again. Hence minimum 30 minutes between bookings. Each booker to receive 15 minutes before and after gratis.

Choir probably not likely to start again soon.

Some bookers want to change from small to large room. Charging policy: keep at £12 per hour for the large room.

Signage and floor marking – available. Suggestion to put tape crosses at 2m intervals. Suggestion for dividing line down the vestibule to suggest a keep-left system.

Collection and retention of attendee details – this must be the responsibility of the hirer.

Decision: open on Sept 14th as first full week.

Kerrie and Will to negotiate times with user groups. If any user group object to what they are offered, refer to the Trustees. Will has developed an online form including requirement to assent to hire policy.

Some one-off bookings are still coming in. Discussion of private parties (social bubble rules are not clear). Decided not to allow private parties (reconsider after October), but to allow meetings with a purpose.

Kerrie and Will will draft a document and circulate.

Newtown Community Centre

- Maintenance, decorating etc. – acoustic panels are now in place.

AOB

Unanimous vote of appreciation for Peter standing in as chair.

Thanks to Kerrie and Will for work on the reopening.

Next Meeting Date

Monday 7 September at 7:30 pm. (Richard and Peter not available)