

PEASENHALL ASSEMBLY HALL
Registered Charity No. 304808

TUESDAY 10 April 2018

MINUTES

Present: John O'Connor, Chris Cox, Marion Forsythe

Apologies: Kath Hamilton, Frank Potter, Carol Potter, Grace Whiting

First part of meeting allocated to discussion with Keith Fawkner-Simpson to discuss use of the Assembly Hall as an Emergency Rest Centre (ERC).

JO'C welcomed Keith to the meeting and explained the history of the hall and current usage. Plans to build an extension for a disabled WC, improved entrance and additional storage were outlined.

KFS suggested that links with the Parish Council would be useful regarding emergency planning and to possibly overcome insurance issues. KFS considered that with exception of lack of a disabled WC the hall would meet requirements of an ERC. The hall has capacity for 60 to sleep there. Fire Safety training would be organised.

Other points discussed:

If hall was used as an ERC it would be a "self help" situation hall trustees would not be required to be "on duty" to provide assistance.

If the emergency services effect an evacuation the hall could be used for short term accommodation before moving people on to other centres or to stay with family and friends.

Points of contact (24 hours) within the trustees of the hall would be required for access.

On any occasion that the hall is to be used a joint inspection would be carried out to assess the condition of the hall so that it is reinstated to it's original condition after use as an ERC. Meter readings would be taken and if bookings for the hall have to be cancelled reimbursement would be provided.

Actions:

JO'C offered to check if Parish Council has an emergency plan.

KFS to carry out assessment once feedback received from Parish Council.

KFS was thanked for attending the meeting and for the information provided. He then left the meeting.

As only three committee members were in attendance the meeting was not quorate. Safeguarding - which was due to be discussed will be carried forward to the next meeting along with usual agenda items.

JO'C thanked members for their attendance and closed the meeting.

Date of next meeting, which is also the AGM: Tuesday 15 May at 7.30pm at the hall.