

## Peasenhall Assembly Hall Trustees Meeting

5th August 2020 - 7 p.m.

**Meeting Focus:-** Discussions around the possible re-opening of the hall for hire.

**Attending:-** Frank Potter, Carol Potter, John O'Conner, Marion Forsyth, Laurence Moss, Vanessa Wilkinson

**Apologise** from all other Trustees- contributions to the discussions were submitted by email or through phone conversations.

1 There have been four enquiries about the possible re-opening of the hall from regular hirers.

2 The Coffee Caravan will use the A-Hall grounds but will not have access to the toilets.

3 Guidance clearly indicates that we can re-open as long as we take 'reasonable' precautions and follow any guidance issued'.

4 Due to the additional cleaning that will be required there will be a revenue loss on each hiring.

5 The cleaner has been approached about the additional work - she has indicated that to undertake a thorough clean would require three hours, she is happy to undertake the additional cleaning that would be required as long as the Trustees provide her with PPE

6 FP and JO'C would like to see the Hall re-open, the other attendees were 'cautious'

7 The Hall is not desperate for any revenue generated by re-opening but could also 'bear' the loss of revenue resulting from the additional cleaning costs associated with each hiring should Trustees decide to re-open.

8 CP reminded Trustees that the current 'regular bookings' are 'back to back' which would make cleaning more problematic between hirings- it was suggested that hirers should be asked if they could be flexible with when sessions take place going forward.

9 JO'C suggested that we go back to the Council to see if the grant offered at the beginning of the pandemic is still available. If it is it was suggested that Trustees should consider an application towards the loss of income from hiring and to offset some of the additional cleaning costs.

### **FP to talk to the Council re grant availability**

10 it was also suggested that if Trustees decide to re-open then some equipment and areas of the Hall are taken out of service eg: chairs\tables and the kitchen (this would also lessen the amount of additional cleaning required between bookings)

11 It was also suggested that the cost of hire be increased form £8 to £10 to help with additional costs and that regular hirers should be contacted to see how flexible they could be with the days/ sessions they have booked currently and any potential increased costs.

12 CP asked if we needed to hold an Annual General Meeting under the current circumstances and it was decided that it would not be appropriate at the moment. (An AGM has not been held for 2020)

13 JO'C will contact the quartet to say that a concert currently is not feasible.

**14 It was decided that any decision regarding re-opening be delayed for another two weeks and that Trustees thoughts will be sought through email at that time. If the A-Hall is to re-open for September (there are few enquiries traditionally for hiring in August) a Trustees meeting will be called to agree logistics and 'safe operating' procedures.**

