

**WHITNASH TOWN COUNCIL**

**HALL AND PLAYING FIELD (GENERAL) COMMITTEE**

Minutes of the **remote** meeting held on 25<sup>th</sup> June 2020 at 7.00 p.m.

**PRESENT**

Councillors: A Barton – Chairman  
S Button  
G Cancilla  
Mrs J Falp  
R Margrave  
W Pickett  
R Sparkes  
S Vaughan

Town Clerk: Jenny Mason

**01/20 APOLOGIES FOR ABSENCE**

There were no apologies for absence.

**02/20 DECLARATIONS OF INTEREST**

Cllr Sparkes declared an interest as a Member of Whitnash Sports and Social Club.

**03/20 MINUTES OF THE PREVIOUS MEETING**

The minutes of the meeting held on 23<sup>rd</sup> January 2020 as circulated were approved and will be signed at the next face to face meeting.

**04/20 APRIL 2020 REPORT**

Due to the covid19 lockdown there was no meeting so a report was sent out on 24<sup>th</sup> April 2020 to Members with updates.

**05/20 MATTERS ARISING OUT OF THOSE MINUTES**

There were no matters arising from the minutes or the report.

**06/20 OUTSTANDING PROJECT AND ACTIONS**

Due to the lockdown the Groundsman was unable to hire a chipper for the work carried out on Washbourne Playing Field.

#### 07/20 INCOME AND EXPENDITURE REPORT

The income and expenditure report as at 16<sup>th</sup> June 2020 was sent to all Members.

#### 08/20 CIVIC CENTRE AND LIBRARY INCOME AND EXPENDITURE REPORT

This report was noted.

#### 09/20 HALL RATES 2020 - 2021

Members proposed that the hall rates remain the same for 2020 – 2021. All Members voted in favour.

*Cllrs Mrs Falp and Margrave declared an interest as Members of the Youth Club committee.*

#### 10/20 WHITNASH OPEN SPACES

The summer planting in the tubs has not been done. The Clerk will find out from the supplier when this will be done.

The Millennium Garden will be watered when the hanging baskets are watered. The trees on Washbourne is obscuring the camera in Landor Road. Cllr Mrs Falp will find out if they can be cut back or if the camera can be moved.

The perimeter at Washbourne needs to be cleared again.

#### 11/20 WHITNASH COMMUNITY HALL

Guidance was received for the re-opening of Community and Village halls. Cllr Barton read a report on the various measures that need to be implemented before the hall can re-open.

We need to ensure that all necessary health and safety measures are in place to protect staff and the public, including a detailed Risk Assessment of the premises.

Whilst making sure that our Community Hall fulfils strict criteria in accordance with these Government guidelines and Public Health Regulations, we also need to establish how many of our regular hirers intend to return to the Hall. We have e-mailed all regular users and await replies. So far, they seem to be cautious as they also need to check how many of their classes, parents, etc, wish to return, and some have a break during the summer school break so are thinking about September.

A meeting was held at the Hall on Saturday, 20<sup>th</sup> June between myself, the Town Clerk, the Caretaker and Admin Assistant. We discussed the stringent cleaning procedures required, potential changes to setting-up and clearing-up timings, signage and identified pinch points within the building.

The dimensions of the Hall were measured. Current guidelines would allow a maximum number of **30 people** in the Hall in one session to observe social distancing of 2 metres. This is subject to review in accordance with the latest Government guidelines.

**A supplemental Agreement** will need to be drafted which will form part of the new Hire Agreement for users. They would be required, in addition to the normal Public Liability Insurance, to provide their own COVID-19 Risk Assessments. They would be asked, amongst other things, to wipe tables, chairs and personal equipment before and after use with their own anti-bacterial cleaning wipes.

**Regular hall hirers** would be advised to hold emergency contact numbers for the people in their sessions in case of suspected COVID-19 symptoms. Whitnash Town Council has the right to inspect the signing in register for all groups and also reserves the right to close the Hall with minimum notice.

**Pinch points** – the front door is not to be used as an entrance or exit, although it cannot be locked due to Fire Regulations. The two side doors will be used for entrance and exit and will be signposted. Jenny agreed to source the necessary signage, including the “Catch It, Bin It, Kill It” posters and hygiene notices. The Kitchen will be closed, and hirers asked to bring their own food and drink into the premises. Only 2 people will be allowed in the toilets at any time.

**Maintenance** – Jenny will request a quote from Magna Heating for 2 Triton hand wash units as there is currently no hot water in the toilets, and will check that we have an updated Fire Safety Risk Assessment. Cllr Button has agreed to carry out a Fire Risk Assessment for the hall. Batteries are required in the smoke alarm unit. Jenny will also to request a quotation for Magna Heating to repair the soil pipe in the Ladies WC.

**Sanitisers** - we need to source 6 wall-mounted hand sanitiser units with refills: one affixed to the wall by the “exit” door, one by the “entrance” door, one for each of the toilets, the kitchen and main passage way. The hand sanitiser will be 70% alcohol based. This is challenging as suppliers are quoting long delivery lead times, prices have increased considerably, and payment has to be made in advance by credit card.

**Grant funding** – Jenny applied for this in April and we have received the grant. This grant to cover loss of income due to the Hall closure and to implement the new covid19 measures.

**Cleaning** – normal household cleaning products can be used. Sarah to be provided with any cleaning equipment she needs, and will still do a regular deep-clean one day per week in between bookings. Sarah will also wipe down doors, handles, toilet and basins between hires. ESPO, our normal supplier, will not deliver until the office is open to receive goods, and there are delays with deliveries of gloves, masks, etc.

The Caretaker will be provided with a “covid19 first aid box” in case of a suspected outbreak of COVID-19 in the Hall, comprising: disposable gloves, disposable aprons, masks and anti-bacterial cleaner which she will keep in her Cleaning Cupboard. An outbreak would require a decontamination clean, and the Hall would be closed for 72 hours. All tissues and wipes to be double-bagged for 72 hours before being disposed of. Sarah was asked to voice any concerns she might have, and any problems would be resolved to make sure that she is protected at all times.

**An Information Sheet** “HELP KEEP THIS HALL COVID-19 SECURE” will be laminated and placed in the Hall.

Although the Hall

could potentially re-open soon after the Government’s announcement, expected on 4<sup>th</sup> July, we need to make sure that the appropriate maintenance checks, Health and Safety signage, equipment, cleaning procedures and documentation are in place before inviting our regular users back.

The situation will be constantly reviewed and updated.

Cllr Barton thanked Cllr Button for his input into the risk assessments and Jenny, Catherine and Sarah or their ongoing work on this.

## 12/20 CORRESPONDENCE

There was no correspondence.

## 13/20 DOBSON LANE COMMUNITY ALLOTMENTS

At the Town Council meeting on 18<sup>th</sup> June 2020 Cllr Mrs Falp said that Warwick District Council were willing to hand over the Dobson Lane Community Allotments to Whitnash. Cllr Mrs Falp sourced more information and the following information was received from the Dobson Lane Community Allotments Association:

DLCCA is a thriving community organisation with the majority of the plot holders living in Whitnash or Warwick Gates. We have a number of families, with young children, who are learning about growing organically and the pleasure of eating the fruit and vegetables they have watered and weeded. Plot holders generally have found considerable benefit from being able to work safely on their plots over the past couple of months.

The Little Willows Pre-school use the site for activities. They hope to be back in the Autumn.

We have a strong and enthusiastic Committee, which meets every couple of months.

The Association is on a sound financial footing, with a reliable income from plot rents which are paid annually by plot holders in April. All the plots are taken and we have a waiting list of 11. We have reasonable reserves, which will allow us to cover contingencies.

In answer to your questions:

1. We have 50 plots;
2. The water supply is metered. We read the meter quarterly and pay Water Plus direct. Water Plus are responsible for commercial water accounts; and
3. Under the lease taken out between Warwick District Council and Action 21 on 3 April 2007 the Association is responsible for "keeping all the fences, hedges, ditches, drains and gates belonging to the demised land in good and tenantable repair..."

The Association also has Insurance covering the site. We can supply you with a copy of our accounts and insurance documents if you would like to see them.

The Association would welcome an arrangement with Whitnash Town Council on a similar basis to the one we currently have with Action 21, with the Town Council taking on the lease for the land and the Association paying the rent to the Town Council for onward payment to the District. The Association has paid the site rent to Action 21 over the past 13 years without any difficulty. I am sure that John Armstrong will confirm this.

As undertenant, the Association would make the necessary commitments in an underlease as required by the Town Council.

One or two Committee members would be happy to meet you to answer any further questions and to show you around the allotments. This could be arranged to comply with social distancing.

Members proposed that more financial information for the last two years is sourced i.e. expenses and outgoings and a site visit is undertaken.

The Clerk mentioned that when the Dobson Lane Working Men's Allotments were transferred to the Town Council legal costs were involved. Cllr Mrs Falp would find out more about this.

14/20 DATE OF NEXT MEETING

The next meeting will be held on Thursday, 24<sup>th</sup> September 2020 at 7.00 p.m.

There being no further business the chairman declared the meeting closed.

SIGNED ..... DATE .....  
CHAIRMAN