

**FINAL MINUTES OF THE MEETING OF PENNARD HALL COMMITTEE
HELD ON 25th May 2021 At 7.00pm VIA ZOOM**

Present: Cllr Lynda James LJ (Chair), Cllr Susan Rodaway SER, Cllr Ralph Cook RC, Cllr Angela M Brunt AMB, Cllr Sally Rogers Clerk.

Apologies: None

Declarations of Interest: None

Questions from the Public (limited to 10 minutes)

- 1. To review and agree the terms and conditions of use for both regular users.**

The term and conditions were looked at and amendment made in line with the Hall Covid risk assessment. It was agreed that a guide be produced which will be displayed in the hall as well as being given to users and that session times would be agreed at a later date after a hall user meeting.

Proposed by SER seconded by SR agreed by all

It was proposed that item 6 be moved to the next item on the agenda

Proposed by SER seconded by SR agreed by all

- 6. To consider and agree hours and usage of the hall**

The draft timetable was looked at and it was agreed that sessions would last a maximum of 2 hours including 15 mins prior to starting open the windows and time at the end to wipe down touch points.

- 2. To review and agree the terms and conditions of use for both casual users.**

It was proposed that these should be the same as those for regular users.

Proposed by LJ seconded by SER agreed by all

- 3. To review and agree the cleaning schedule and protocol**

This was discussed and agreed that 4 daily cleans and 1 weekly deep clean was required. It was suggested that the Parent and Toddler group member bring their own changing mats.

Proposed by SER seconded by SR agreed by all

- 4. Check COVID facilities and signage provided in the hall**

The signage available from Business Wales was looked at and agreed. The removal of the soft chairs from the hall was also agreed to make wipe down

easier. The soft chairs would be stacked and taped up out of use in the small hall.

5. To agree purchase of new floor polisher.

This was discussed and it was agreed that recommendations should be sought from the company who laid the floor as well as Bishopston Leisure centre and County who supply cleaners to schools, this would then be taken to the next Full Council Meeting.

7. To agree a target start date.

The 28th June was put forward as a target provisional opening date.

8. To agree to invite hall user to join Hall Committee.

It was felt that this was a little closed and that the invite should go out to the whole community. It was suggested that the newsletter was a good place to remind everyone that members of the public were welcome to attend committee meetings and that the proposal of an invite asking community members to join the committees as co-opted members of the public should be taken to the next full council meeting.

9. Update from advert.

The Clerk gave an update on the advert which had gone out on social media, it was suggested that a reminder go up with a closing date of 31 May.

The cleaning proposals were discussed.

The Clerk was asked to email the current cleaning company to enquire if they could accommodate extra sessions, it was suggested we have the email translated so there is no confusion.

Meeting closed at 8.55pm