



Sussex Area Fundraising and Entertainment

ZOOM LOG IN:916 2661 0872

Committee Meeting Minutes 12 December 2020

In Attendance –

Donna, Karl, Rob, Kat

Apologies –

Wayne, Marc, Natalie

Donna opened the meeting, Karl read the 12 Concepts, everybody introduced themselves

Positions Vacant –

Vice Minutes

Venue Finder

Treasurers Opening Balance & Report –

Opening Balance: £283.00

Tea balance £0.00

Business –

The plan for the Christmas Day meetings is as follows:

We have the Hanover Centre from 9.45am – 4.45pm the hire fee is £40.00

Kat will arrive at 10.00am to open up and help set up and return at 4.30pm to lock up and help tidy up.

Meeting 1 – 10.30 – 12.00 – Secretary – Karl, chair arranged and NA member to assist.

Meeting 2 – 12.30 -2.00pm – Secretary – Donna, chair arranged

Meeting 3 – 2.30 -4.00pm – Secretary – Ronnie, chair arranged?

Karl will purchase face masks should people want to use them at the meeting and also antibacterial wipes.

Karl will purchase a small bottle of hand sanitizer for use if required.

Donna has sanitizer so will bring this for meeting 2 onwards.

General

Kat will supply Rob with the COVID-19 guide supplied by the Hanover which will be attached to these minutes. All committee members must read the guide to ensure compliance with Hanover's requirements for COVID-19.

4 parking spaces only at the Hanover, the driveway and access must not be blocked as this is a community centre and people need access for recycling.

Karl will bring the £40.00 hire fee for Kat on Christmas day and Kat will make payment to the Hanover.

At the next area meeting Karl will request a payment from area for the Hire Fee £40.00 and £17.00 for the mobile phone so that the committee retains reserve of £300.00.

Closing balance £283.00

Tea balance £0.00

Next meeting is 16 January 2021

The meeting then closed with the serenity prayer.

Thank you for allowing us to be of service.

The Hanover Community Centre - Risk Assessment for Reopening on 14th September 2020

The Trustees of the Hanover Community Association take the reopening of our premises seriously, undertaking a thorough Risk Assessment of the building and the effect the reopening will have on our employees and attendees. The following actions have been taken to mitigate risk and will be subject to change within Government guidelines.

The NHS QR Code for our premises is now displayed in each room used by attendees.

Area or people at risk	Entrance/Toilets to be used to mitigate risk	Max. No. People to mitigate risk	Further actions taken to mitigate risks
Lower Hall	Side garden entrance. Front Ladies toilet plus rear toilet if necessary	Hirer + 5 people for non-exempt classes. Hirer + 12 people for exempt classes. Hirer + 12 adults +12 pre-school children for pre-school activities.	<ul style="list-style-type: none">- Wall Mounted Hand Sanitiser inside side entrance- Antibacterial spray available for wiping surfaces- Only 10 chairs in hall- Marked two metre distance on walls- No undressing/dressing before or after classes- Windows open for ventilation/fire doors shut during activities- No touching of heating controls- All class attendees must leave immediately a class finishes to avoid passing next attendees- All attendees for yoga etc. must bring their own water and mats –

			<p>equipment cannot be left at the Centre</p> <ul style="list-style-type: none"> - Covered bins, emptied daily
Upper Hall	<p>Front door</p> <p>Upper Hall toilets</p>	<p>Hirer + 5 people for non-exempt classes.</p> <p>Hirer + 12 people for exempt classes</p> <p>Hirer + 12 adults +12 pre-school children for pre-school activities.</p>	<ul style="list-style-type: none"> - Wall Mounted Sanitiser outside Upper Hall Door - Antibacterial spray available for wiping surfaces - Only 10 chairs in hall - Mark two metre distance on walls - Windows open for ventilation/fire doors shut during activities - No touching of heating controls - No undressing/dressing before or after classes - All class attendees must leave immediately class finishes - All attendees must leave via the rear downstairs door to avoid passing next class attendees - All attendees for yoga etc. must bring their own water and mats – equipment cannot be left at the Centre - Covered bins emptied daily
Small Meeting Room	<p>Back Door</p> <p>Rear downstairs toilet</p>	3 people	<ul style="list-style-type: none"> - Sanitiser hand spray available - Remove all fabric chairs and put wooden ones in place for easier cleansing - Windows open for ventilation/fire doors shut during activities - Attendees must bring their own water etc. - Covered bins emptied daily
Lobby/Stairs to Upper Hall	Front		<ul style="list-style-type: none"> - Wall Mounted Sanitiser in Lobby - Block off Gents' Toilet to ensure only one toilet area is used (Ladies now gender neutral toilet) - No buggies allowed - No passing or congregating in the lobby or on stairs
Kitchen			Area not in use to public
Balcony			Area not in use to public

Store Rooms			Area in use only with prior appointment
Car Park			Only Hirer's cars permitted at any time
Office/employees		1 person	-use of masks for visitors -employees will only be available via telephone/email or via prior appointment

Updated 15th October 2020

Hanover Community Centre Guidelines Covid-19 Risk

These are our requirements to allow you back as a hirer, your own individual advisements are subject to the guidelines of your governing body. Please feel free to send directly to your attendees or amend this to fit with your own requirements.

Symptoms: Please check your symptoms before attending. Do not attend class if you have had a positive test or have any of the symptoms listed. Please check Government guidance [here](#) .

Toilets: Toilet usage will be restricted to one specified toilet per hall. We will not be permitting anyone who is not directly attending or participating in a class to use the facilities. This is to ensure we have a working Track and Trace system.

Booking: Our numbers per room are based on the 2m safe distancing guidelines and also ensure that we meet current Government guidelines. The numbers are very strict and we will be monitoring this in person. Therefore, we **cannot** allow drop ins and you must ensure that you have a register with contact details in advance, to ensure a working Track and Trace system is available immediately in the event of a local outbreak. Please confirm in writing and provide evidence whether you are classed as exempt or non-exempt with regard to numbers we can allow in your class.

Equipment and Facilities: We cannot allow any shared equipment of any kind to be stored at this time. Any used equipment must be taken home at the end of your session. Please bring your own water bottle to class as the kitchens will no longer be in use and we will not have receptacles available. No food is to be brought into the halls.

We will be providing a hand sanitiser at the entrance of each hall and lobby and ask that everyone uses it on entry.

Any shared equipment such as stereo, lights, heating, entry buzzer must be disinfected before the next class begins, so please ensure your class leaves promptly to allow this to be carried

out. The disinfectant spray cleaner is provided in the event you do not provide your own and please ensure this is left at the hall cleansing station when you depart.

Face Masks: We will not be asking for masks to be worn as we will not have communal public spaces.

Access: We will not be allowing access to the building before your class starts regardless of the weather as we cannot provide communal waiting space at this time. All classes must start and end on time, and attendees exit the building immediately. Only the two hirers may be present during crossover.

We will be operating a one way system for the **Upper Hall** and asking hirers to greet attendees at the front door and exit via the back stairs. We ask that you wait patiently at the front door observing distancing. **Lower hall** users are required to enter via the side garden entrance only. When queuing please allow room for those using the ramp to exit safely.

We cannot allow changing in the toilets or halls and buggies are not permitted in any space. The Car Park can only be used by the Hirer.

Trustees, Hanover Community Centre

10th September 2020