

MINUTES OF THE MEETING OF THE

CORONAVIRUS SUB-COMMITTEE

HELD ON MONDAY 24TH AUGUST 2020 AT 10.00 AM

This meeting was held using video and web conferencing software as permitted under the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) (Amendment) Regulations 2020.

Present: Cllr Mr K Lynch (in the chair)
Cllrs Mr R Flemming, Mrs M Sherwin, Mr P Williams, Mr M Hall, Mr B Walker

In attendance: H Thomasson (Principal Officer)
A Harrison (Estates Officer)
J Perry (Deputy Principal Officer & Responsible Financial Officer)

These minutes are subject to approval at the next Parish Council meeting

45. APOLOGIES FOR ABSENCE

Apologies had been received from Cllr Mrs Glenville. Proposed by Cllr Mr Flemming, seconded by Cllr Mr Williams it was

RESOLVED - that the apologies be accepted.

46. MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest at this time.

47. MINUTES OF MEETING HELD THURSDAY 13TH AUGUST 2020

The minutes of the meeting held Thursday 13th August had been circulated and were considered. Proposed by Cllr Mrs Sherwin, seconded by Cllr Mr Flemming, it was

RESOLVED – that the minutes of the meeting held Thursday 13th August 2020 be approved and signed by the chairman.

48. MATTERS ARISING

There were no matters arising.

49. PUBLIC QUESTIONS & COMMENTS

There were no members of the public present.

50. LCC HIGHWAYS PARISH AND COMMUNITY FUND

Cllr Williams had circulated a draft application as agreed at the previous meeting with description, pricing and associated maps for school social distancing signage at Hastings High

School and edging back of overgrown vegetation on the Azalea Drive/Lobelia Close footpath and the Lash Hill path from Hinckley Road through to Brookside.

A second draft application was also circulated for consideration of other suggested locations for signage and overgrowth cut back. It was agreed to wait until schools had returned to assess whether to make a further application for funding.

Members agreed to proceed with the initial application as circulated, the Principal Officer was to submit the application with covering email.

51. COVID SECURE USE OF MILLENNIUM HALL BUILDING

a) Covid Secure Premises Notice

Cllr Williams had circulated a draft Covid Secure Premises Notice and after discussion it was agreed that, with a change to the NHS Test & Trace reference, the notice be accepted. Printing and laminating to remain in-house and so any future alterations would be easy to affect.

b) Covid Risk Assessment & Hire Agreement

Cllr Hall had circulated a draft risk assessment using a template from ACRE. After discussion it was agreed to use the draft risk assessment to make an onsite walk-through of the suggested risk mitigation measures. Cllrs Mr Hall and Mr Williams to meet at Millennium Hall with the Principal Officer and Estates Officer at 2pm on Tuesday 25th August. Once agreed, the draft risk assessment is to be transferred to the Risk Assessment templates already used by BPC.

It was agreed that the Hire Agreement would be updated to reflect changes once the Covid Risk Assessment, Action Plan and Treatment Plan had been finalised, to ensure consistency across the documents.

c) Covid Emergency Action Plan and Treatment Plan

Cllr Sherwin had circulated a suggested emergency action plan and treatment plan for hirers. After discussion it was felt that the document would be a useful addendum to the hire agreement as an enhanced terms and conditions. The Estates Officer confirmed maximum capacity now applicable under Covid restrictions to be 37 persons in the main hall and 14 persons in the full meeting room. Cllr Sherwin agreed to redraft the document with the discussed changes for further consideration at the next meeting.

Cllr Hall suggested that a flow chart be produced during the “walk through” meeting which would highlight individual/hirer actions, council actions and staff actions. This could then be used to draft an emergency action plan for the council to follow in the event of someone becoming ill on the premises or if a positive test report is received.

The Principal Officer informed members that several regular hirers were now asking for a return date to be confirmed and in light of the work still to do, proposed by Cllr Lynch, seconded by Cllr Flemming, it was

RESOLVED – to work towards opening Millennium Hall to those regular hirers who wish to return from the week commencing 14th September 2020, after evidencing receipt of satisfactory risk assessments. Progress towards this date to be reviewed at the next meeting.

52. NEXT MEETING DATE

Tuesday 1st September 2020 at 10.00am – by video conference call

There being no further business, the meeting closed at 12.17pm.