

MINUTES OF THE MEETING OF THE

CORONAVIRUS SUB-COMMITTEE

HELD ON TUESDAY 1ST SEPTEMBER 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,
Mrs D Glenville

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

53. APOLOGIES FOR ABSENCE

There were no apologies received.

54. MEMBERS' DECLARATIONS OF INTEREST

There were no declarations of interest at this time.

55. MINUTES OF MEETING HELD MONDAY 24TH AUGUST 2020

The minutes of the meeting held Monday 24th August had been circulated and were considered. Proposed by Cllr Mrs Sherwin, seconded by Cllr Mr Williams, it was

RESOLVED – that the minutes of the meeting held Monday 24th August 2020 be approved and signed by the chairman.

56. MATTERS ARISING

a) LCC Highways Parish and Community Fund Application

The Principal Officer confirmed that the initial application had been submitted, LCC had acknowledged receipt and confirmed that progress was being made through the assessment stage and would update Council in due course. Cllr Williams requested that this item remain on the agenda in order to ensure that a possible second application does not miss the closing deadline of 30th September.

b) Covid Secure Premises Notice

A Covid Secure Premises Notice had been circulated, members agreed that the wording was satisfactory and that the statements had been fulfilled. The notice is to be displayed at all entry points to the building to fulfil statutory guidelines.

57. PUBLIC QUESTIONS & COMMENTS

There were no members of the public present.

58. COVID SECURE USE OF MILLENNIUM HALL BUILDING

a) Hire Agreement, Additional Covid 19 Hire Regulations & Covid 19 Action Plan

Cllrs Hall and Sherwin had carried out further work on the Hire Agreement, Additional Hire Regulations and Action Plan. The revised documents had been circulated and were discussed. It was agreed to remove Section 11 from the additional hire regulations but keep Section 14 in the document. Cllr Hall appraised members of the revisions made to the action plan, which now combined the treatment plan. It was agreed that the format of the new combined document was an improvement. After much discussion members concluded that action scenario one was appropriate to prevention of Covid-19 transmission, Cllr Hall agreed to complete the remaining 3 action scenarios on the same basis. Further discussion followed with regard to the action to be taken by BPC in the event of a visitor or staff member having tested positive for Covid 19, proposed by Cllr Lynch, seconded by Cllr Williams, and agreed by show of hands, it was

RESOLVED – that an emergency meeting of the Coronavirus Sub-committee be called in the first instance to establish the details of the reported case, in order to best assess the transmission risks posed and the relevant closure and/or cleaning actions to take.

And further, a

RECOMMENDATION - that an appropriately worded inclusion in standing orders to facilitate such a meeting of the Coronavirus Sub-committee be considered at the next meeting of Council.

Discussion returned to the progress that had been made on obtaining risk assessments from the hirers wishing to commence at Millennium Hall. The Estates Officer confirmed that some of those received were limited and he would liaise with them to ensure that appropriate amendments are made, in line with our own risk assessment. The common omission made by many of the hirers was no inclusion of an action plan in the event of a group member becoming unwell with Covid-19 symptoms whilst attending Millennium Hall. A further update on hirers' risk assessments would be made at the next meeting.

Cllrs Williams and Hall had attended Millennium Hall in order to use the agreed risk assessment against a practical walk-through of the building, to ensure that the suggested risk mitigation measures could be implemented. Cllr Williams had circulated a report, together with marked-up plans of the building, showing clear zoned areas with pedestrian flow and numbered signage placement requirements. Members agreed that the marked-up plan was an excellent visual demonstration of the mitigations identified in the risk assessment and had served to identify where signage needs to be placed. Cllr Williams was to update the marked up plan with the location of hand sanitising units (to be supplied by the Estates Officer). Members thanked Cllrs Williams and Hall for their hard work on all of the documents that had been circulated.

The Principal Officer confirmed that the Keep Millennium Hall Covid Secure poster had been reproduced in A2 size for display at all entrance and exit points, with further A3 size copies to display in all hire rooms.

With the aim of welcoming regular hirers back from the weekend commencing 12th September, proposed by Cllr Williams, seconded by Cllr Sherwin, it was

RESOLVED – that any revisions being made to documents discussed at this meeting be submitted to the office no later than 5pm Friday 4th September, for circulation to the Coronavirus Sub-committee members for approval by email on Monday 7th September. Delegated powers given to Principal Officer, Estates Officer and Deputy Principal Officer to make any changes deemed necessary post approval, in order to provide hirers with the required information in a timely manner.

59. NEXT MEETING DATE

Thursday 10th September 2020 at 10.00am – by video conference call

There being no further business, the meeting closed at 12.06pm.