

**MEETING OF THE TOWN COUNCIL IN ITS CAPACITY AS SOLE TRUSTEE OF THE VILLAGE HALL 23 JUNE 2020 TO BE HELD AFTER THE FULL COUNCIL MEETING VIA MICROSOFT TEAMS**

1. To Record apologies for absence
2. To Record any Declarations of interest
3. To Approve minutes of the meeting held on 26 May 2020
4. To Retrospectively agree all actions taken since the last meeting
5. To Consider a report on Covid-safety
6. Date and Time of the next meeting

The meeting will be held via Microsoft Teams.

**ITEM 3 MINUTES OF PREVIOUS MEETING**

Minutes of the Town Council in its capacity as Trustee of Corfe Mullen Village Hall meeting held via Zoom on Tuesday 26<sup>th</sup> May 2020 commencing at 19:43 hrs.

Present: Cllr Sowry-House - Mayor

Cllrs	Barron	Harrison	Honeyman	Lortie	Stennett
	Craven	A Holland	Howard	Mattocks	
	Everett	P Holland	Jefferies		

Officers in attendance: Katrina Blee (Clerk), Nicola Gray (Clerk), Claire Gamble (Assistant Clerk).

1. *Apologies for Absence*

*There were no apologies for absence.*

2. *Declarations of Interest*

*There were no declarations of interest.*

3. *Approval of Minutes*

*The Minutes of the meeting held on 28<sup>th</sup> January 2020 were approved.*

*Nem Con.*

4. *Retrospective Approval of Actions*

*The actions taken since the last meeting (Appendix 1) were retrospectively agreed.*

*Nem Con.*

5. *Bank Account signatory*

*It was resolved to add Miss Nicola Gray as a signatory to all Village Hall bank accounts.*

*Nem Con.*

6. *Date and time of next meeting*

*The next meeting will be held immediately after Full Council on Tuesday June 23<sup>rd</sup> 2020.*

*The meeting closed at 19:54 hrs.*

#### **ITEM 4 Retrospective actions**

##### **Re-opening**

That the earliest the Hall will open is Monday 7<sup>th</sup> September. Full refunds to be given to those with bookings in July and August (cancellations had already taken place up to June 30<sup>th</sup>).

Staff have been furloughed to 30 June and a decision is required as to how to proceed with staff arrangements beyond 30 June. The government has stated from 1 July, employers can bring furloughed employees back to work for any amount of time and any work pattern, while still being able to claim the grant for the hours not worked. From 1 August 2020, employers will be asked to contribute towards the cost of furloughed employees' wages.

The Council should consider the staffing requirements, if any, for July and August in preparation for re-opening in September. If staff are to continue to be furloughed beyond 1 August 2020, what contribution, if any, will be made to furloughed staff salaries.

**For decision.**

#### **ITEM 5 Covid-Safety**

The Council set up a working party to undertake the necessary actions to ensure that the Council's workplace, employees and public areas are safe as the lockdown restrictions ease.

Risk assessments are being carried out and controls which need to be put in place have been identified. Further advice will be sought from Ellis Whittam and amendments made as the government advice is issued and updated.

Bookings will be considered in light of any current guidance and hirers will be expected to provide their own risk assessments in addition to being issued with the risk assessment for the Village Hall to ensure that all possible precautions and measures are taken to protect staff, hirers and the public.