

**Minutes of the Town Council in its capacity as Trustee of Corfe Mullen Village Hall meeting held via Zoom on Tuesday 23<sup>rd</sup> June 2020 commencing at 21:30 hrs**

Present: Cllr Sowry-House - Mayor

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

Officer in attendance: Nicola Gray (Clerk), Claire Gamble (Assistant Clerk).

**1. Apologies for Absence**

Apologies for absence were received and accepted from Cllr Jefferies as she needed to attend another meeting.

**2. Declarations of Interest**

There were no declarations of interest.

**3. Approval of Minutes**

The Minutes of the meeting held on 26 May 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. To Consider a report on Covid-19 safety**

The report (Appendix 2) was noted.

The Clerk advised that under Dorset Council guidelines, Blood Donation Sessions should continue, and it was therefore agreed that the booking on 17 July 2020 would go ahead.

It was agreed the Clerk and the Mayor would consider how the hall would re-open when further guidelines became available.

It was further agreed that arrangements regarding furloughed staff would be discussed at the next Staffing-Sub Committee.

The above proposals were made by Cllr Sowry-House and seconded by Cllr Harrison.

*Nem Con.*

**6. Date and time of next meeting**

The next meeting to be held on the rising of Full Council on Tuesday 28 July 2020.

The meeting closed at 21:42 hrs.

**ITEM 4 Retrospective actions**

**Re-opening**

That the earliest the Hall will open is Monday 7 September 2020. 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 2020, 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.

**APPENDIX 2**

**ITEM 5 Covid-19 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.