



MISSION COMMUNITY ASSOCIATION

Minutes of the Zoom meeting held on 15th July 2020 at 7.00pm

Committee Members present:

Ann Beacham; Ian Cotterhill; Sue Howard; Ben Ryland; Spencer Robey; Jan Robey; Wendy Threlkeld; Reg Threlkeld

Others present:

Janis James; Jayne Watson; Mandy Walker; Amanda Hannigan

1. APOLOGIES FOR ABSENCE

Lizzy Clifton; Catherine Bartlett; Vicky Wass

2. MINUTES OF THE LAST MEETING OF 17th June 2020 (previously circulated by email)

Jayne Watson was sensitive to the wording of Item 7.1 Newsletter. It was not a criticism of the work Mandy Walker had done on behalf of the MCA, but it was thought that perhaps the format could be altered to enhance any future copies.

With this slight alteration, the minutes of the last meeting were approved. These will be signed when possible.

NOTES OF MEETING OF 24th June 2020 on Village Green (previously circulated by email)

These were approved. To be signed when possible.

3. MATTERS ARISING FROM MINUTES 17th June 2020 (not covered elsewhere on Agenda)

Jan R informed that she had not contacted Star Pubs as a firm decision had not been made to move the defibrillator. It was agreed for Jan to contact Star Pubs to ascertain what was to happen to The Angel in the future.

ACTION: Jan R to contact Star Pubs

Mandy Walker said that the pictures were in safe keeping but had not been reframed. Sue H had the name of the framing company. Janis J said that it was the same company who did the original framing. Mandy W suggested they could be made more vibrant with a caption underneath.

ACTION: Mandy W to take pictures to Ann B

4. TREASURER'S REPORT (previously circulated by email)

The last 100+ Club draw of the year takes place in August. We will contact all members with the hope that they will pay for the next year by bank transfer.

At this point Spencer R said that the figures on his report were not up to date. He handed over to Ian C. Ian C said that his application for a grant from BDC to help with any loss of income or expenses due to Covid19, had been successful and the sum £10,000 had already been paid into our bank account. Thanks were given to Ian for his work in obtaining this money.

Jayne W queried the amount paid out for the Sports Day and that there was some confusion over the event. It was pointed out that it was not an MCA Event, but one organised by a villager to give her son some form of socialisation. As previously reported, it was subsidised by the MCA for strawberries and armbands etc. and marked out in a way that social distancing could be maintained, with plenty of hand sanitiser available. The MCA and organiser were relieved that numbers attending had been small.

Mandy W had offered to do the posters. Feedback was that it was thought to have been advertised as a Village Sports Day. Ben R said that as it was open to everyone, he would not want the MCA to be compromised.

Ann B said that lessons had been learned. Sue H pointed out that Covid19 instructions had been given to those present and that we had followed guidelines.

5. BOOKINGS

5.1 Future Bookings

No future bookings due to the hall continuing to be closed due to COVID 19.

5.2 Future Events

VJ Day - 15th August 2020

After much discussion, as there were only a few weeks to organise, it was decided to cancel this event. Ben R thought this was the right decision as he did not want the event to fall flat. It was agreed to put on an event next Spring or Summer to give everyone something to look forward to.

ACTION: Bunting to be put on the green and Wendy T to make up a display similar to the one she did for VE day. Spencer R to contact Jessica Brett; and Sue H to contact Spitting Pig to postpone

Village Show & Scarecrows - Sept 5th & 6th

Jan R read out an email she had received from Catherine B. She wanted to set up another FB page to put photos and information re Scarecrow competition or to be an Admin on our FB page. Ben R had spoken to Catherine and said she wanted to get more advertising for us. It was generally thought that another FB page would be too much and to make Catherine an Admin so she could post on our FB page a better option. It was also thought to be a good idea to maybe put a further leaflet around.

ACTION: Jan R to contact Catherine and Sue H to make Catherine B admin on FB

It was agreed to meet again before the Village Show to finalise details.

ACTION: Wendy T to contact the judges for the Village Show; Jan R to update and send last year's checklist to Ann B

Brooks Williams - 28th November

Jan R informed that she had written to all regular users of the hall updating them on how we were planning to reopen the Community Centre. She did not write to Viv Shilling, who is organising Brooks Williams, as we do not know what the guidelines will be in the future.

ACTION: Ann B to update Viv Shilling

Christmas Fayre - 6th December - C/Fwd

Over 65 Christmas Dinner - 16th December - C/Fwd

6. COMMUNITY CENTRE

6.1 MPS reopening

Ann B said that Sarah Taylor, Manager of PS, has done a Risk Assessment (RA), together with her Health & Safety staff member, but things have changed since she did this. She will meet with Ann B as soon as possible to walk around the Centre to reassess.

Janis J, Sue H, Lizzy C and Ann B have met in the Centre to draw up a RA on behalf of the MCA.

ACTION: Ann B to take RA draft to PS

6.2 Risk Assessments and other documents/certificates

Whilst there is a General RA and Fire RA in existence they are quite old and do not cover Covid 19. These are to be updated. Sue H is in process of getting a company to do a Legionella check.

ACTION: To try to have everything up to date prior to reopening

6.3 Feedback from BHIB Webinar 3/7/20

Ian C and Sue H attended this and gave feedback. Confirmed that Trustee liability limited providing RA is updated and proper signage and sanitisers are in place. PS could claim back exceptional costs if necessary eg hand sanitisers etc. Thanks went to both Ian C and Sue H.

6.4 Covid19 Risk Assessment

Detailed discussion followed on several issues.

Entrance notice boards to be covered in plastic to enable them to be cleaned - **Action: Reg T**

Ian C understood that cleaning responsibility was that of Pre-School.

Peter Wilde room to be locked off - **Action: Spencer R**

High level windows to have easier opening system for ventilation. Blinds to be kept completely open -

Action: Spencer R to investigate and advise MPC

Cleaning materials to be locked in boiler cupboard - **Action: DONE**

Taps in toilets to be changed to lever arm - **Action: Spencer R to advise MPC and obtain taps** (Ben R has possible contact)

Signs/Sanitiser/First Aid box etc. - **Action: Ann B and Spencer R to coordinate; Reg T to obtain floor marking tape**

Posters - **Action: Wendy T to design. Janis J to enlarge up to A3 and laminate** (Mandy W offered use of A3 laminator)

Plastic door curtain to be removed - **Action: Spencer R will remove and store in shed until permitted to refit**

Jan R suggested a walk around with PS to ascertain what they will not be using and keep these items locked away.

Jon Philips to be given an order for some cleaning items needed.

Fire Risk Assessment - Ann B will follow up - the new Covid RA will inform the new Fire RA. **Action: Ann B to retype**

6.5 Property Maintenance Sub Committee

Spencer R to stand down as Chair. Sue H to Chair. Spencer R suggested that it might be good to have a meeting sooner rather than later to make a plan. **Action: Sue H to organise together with PC**

7. ANY OTHER BUSINESS

7.1 Newsletter

Sue H and Ben R had not had a chance to look at rebranding as yet. Sue H said she could look at Apple and share with Ben R. Discussion followed. Jayne W said not everyone was on FB and people like to receive written info. Ann B wanted different ways to communicate information. It was generally felt that a joint newsletter with the MPC was the way to continue. If this meant a larger document like the recent MPC/TEC 'booklet' then so be it. General consensus was that our Newsletter should still be with that of PC.

Other business raised

Janis J said that she would be going to the Solicitor next week to sign the lease.

Spencer R raised the issue of the Daily Mail September Cleanup and suggested that the MCA signed up to it. This was agreed. **Action: Spencer R to email Daily Mail**

8. CORRESPONDENCE

Jan R read out a card received from Sharon C thanking the MCA for their support at the 'Sports' on field.

A letter has been sent to all Regular Users updating them on the planning involved in reopening the Community Centre.

9. DATE OF NEXT MEETING - Wednesday 12th August 2020 to talk about the Village Show

The meeting finished at 9.01pm.