**Kaleidoscope – Minutes of Committee Meeting held on 25th October 2020**

Present: Helen Klich, Josie Wilson, Yvonne Ward, Rupert Feld, Catherine Docherty

Apologies: Anne Mapley, Ann Smedley, Chris Dixon

**COVID** – The rules for choirs to begin rehearsals again were discussed, deciding that they weren’t very clear, but we established that resuming rehearsals is permitted under the current guidance. About half of the members had indicated that they were willing to start rehearsals again and based on these numbers, the size of the hall and the 2m rule of distancing, it was agreed that rehearsals would resume, reviewing the situation on a regular basis.

It was proposed by Rupert that rehearsals commence on 4th November 2020 starting at 8.00pm. Members of the committee to arrive at 7.45pm to clean and make safe the hall. Rehearsal would finish by 9.30pm with committee members cleaning the hall.

**Jobs** – it was agreed that each committee member be responsible for the same job each week:

* Yvonne to open the hall, cleaning the points of contact (light switches etc)
* Josie to collect the chairs from the Annexe and place at 2m distances. Josie and Catherine to clean chairs at the beginning and end of rehearsals. Josie to put chairs back.
* Rupert to be responsible for the keyboard and music. Music that Rupert has prepared will be “print at home”. Any bought music will be distributed by Rupert (wearing gloves). Members will be told that they must bring their own copies of music as no sharing will be allowed.
* Anne Mapley to produce register and sign in members when arriving. Yvonne to deputise if Anne not at rehearsal.

A strict one-way system is to be in place. Members must enter the hall through the main entrance and leave via the fire exit at the rear of the hall.

**Subs** – The committee were advised by Yvonne that funds in the choir’s bank account were healthy and it was agreed that any member attending rehearsals would not be expected to pay subs for the remaining months of this year, whether they attend rehearsals or not. Although the choir would be learning new music, Rupert stressed that attending rehearsal was for pleasure as no concerts would be performed for the foreseeable future.

**Margaret Leonard and Linda Bell** – Unfortunately Margaret and Linda have resigned from the group due to personal circumstances. Margaret has been a longstanding member of the choir and Linda had rejoined last year after a break of 5 years. We are sad to lose them and thank them for their contribution to choir over the years.

The meeting ended at 4.05pm.

**Practical Measures for Members**

Entry

* Scan QR code in entrance to hall if able to
* Register with either Anne Mapley or Yvonne Ward
* Hand sanitise at entry
* Wear face covering at all times (apart from when singing)

Seating

* Bags and clothes stowed safely at seat
* Face coverings if moving around
* Only move for toilet: may stand to sing but stay seated during any break
* No sharing music
* Toilet – observe 1 in 1 out plus one-way system and use hand sanitiser on exit
* No drinks supplied and no use of kitchen, bring your own
* Do not touch curtains, light switches, window catches
* Do not enter Meeting Room – this is not to used

Exit

* Exit via door at back nearest rehearsal (this applies if anyone returns to car for any reason and re-enter through main door using hand sanitiser)
* Wear face coverings
* Maintain safe distance in car park

COVID positive

* If any members is taken ill with COVID symptoms during rehearsal contact a Committee member
* Any member with a positive COVID test within 14 days of attending a rehearsal to notify a Committee member immediately who will then inform the hall and other members.

**Practical Measures for Committee**

7.45 Committee Arrival, allows 15 min setup

8.00 Members arrival

9.30 Members Exit

9.45 Committee Exit, allows 15 min clear-up

* All to wear face coverings
* Committee members to sanitise hands
* Clean :-
  + Light switches & sockets to be used
  + Door handles, first aid kit
  + Toilet surfaces
  + Annexe cabinet surfaces
  + Seat trolley
  + Seats & tables to be used once set out
  + Heating control before use
* One Committee member only in Annexe to bring seats out

Seats Committee setup

* set out at 2m in all directions
* Table at entry for hand sanitiser
* Rupert only to open equipment cabinet and move piano

Committee clear-up

* All to wear face coverings
* Committee members to sanitise hands
* Clean :-
  + Light switches & sockets to be used
  + Door handles, first aid kit
  + Toilet surfaces
  + Annexe cabinet surfaces
  + Seat trolley
  + Seats & tables to be used once set out
  + Heating control before use
* One Committee member only in Annexe to take seats back
* Committee member locking and switching lights to wipe switches and door surface on exit and sanitise own hands
* All disposable cloths, masks etc either to be placed into a bin bag and then into blue bin in car park or to be taken home.

COVID positive

* If any members is taken ill with COVID symptoms during rehearsal a Committee member to notify Sara Dyott.
* Any member with a positive COVID test within 14 days of attending a rehearsal to notify a Committee member immediately, who must inform Sara Dyott (01543 262300) and other members