**Kaleidoscope – Minutes of Committee Meeting held on 5th June 2021**

Present: Helen Klich, Josie Wilson, Yvonne Ward, Rupert Feld, Catherine Docherty, Anne Mapley, Chris Dixon

Apologies: Ann Smedley

**Restart for Rehearsals**

How to restart was discussed. Under current COVID rules indoor amateur singing is not permitted. However up to 30 can sing outside, socially distanced where possible. The hall has offered us the grass area at the far side of the building (adjacent to the old storage area). This would accommodate us at 2.5 metre distance in staggered rows.

The Committee agreed to a first, informal, rehearsal outside on Wednesday June 9th **8-9pm**

**Helen** to contact members to establish numbers

**Anne M** to contact hall to confirm there would not be a disturbance issue, that we could access hall for piano and toilets and whether there would be a charge.

**Anne M** to adapt risk assessment for an outdoor rehearsal

**Yvonne** to look to purchase a pop-up gazebo so we can protect the piano

There are some practical measures for COVID safety that, **by attending, members would be asked to adhere to** and these are listed below.

Members are to be asked to bring their own fold-up chair and drink and only enter the hall for the toilet (see below)

The area is grass, which is mown, but not very short, so it is suggested appropriate footwear would be needed (no stilettoes, ladies !). We may have to abandon mid-rehearsal because of weather, so members may wish to bring brollies/appropriate clothing. Members may also like to consider insect repellent !

**Fees after Restart**

It was agreed subs will not be taken whilst we rehearse outside.

Once we are able to move inside, fees at £3 per week will be taken as and when individual members return to regular attendance. We recognise that some members may not feel confident to join rehearsals for a while.

**AGM**

We were unable to hold an AGM earlier this year but the Committee agreed that we will hold an EGM in the autumn, once we are inside and the majority of members are attending.

Yvonne confirmed that the accounts had been fully audited for 2020.

**Practical Measures for Committee and Members**

**It is implied that by attending a rehearsal (outside for the moment) all attending members have agreed to abide by the COVID safety rules as set out below.**

**Yvonne** to open the hall (including exit door), cleaning any points of contact (light switches, door furniture, cabinet etc) Then clean these after rehearsal, and lock-up

**Josie** to clean toilet area points of contact before and after rehearsal, and collect and dispose of any cleaning equipment/rubbish in black bag.

**Yvonne & Josie** to deputise for each other if either absent

**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.

**Anne Mapley** to produce register and **Catherine** to sign in members when arriving. **Anne** to deputise if Catherine not at rehearsal.

**Anne** to ensure members seats at 2.5 metre and successive rows ‘staggered’.

Day of Outside Rehearsal & Cancellation

Check your email before leaving home. We will try to take a decision before lunchtime if the weather looks inclement. We will text anyone not on email.

**Anne M/Yvonne** to be responsible for cancellation decision.

Arrival

* Scan QR code in entrance to hall if able to
* Register with either Anne Mapley or Catherine

Seating

* Bring your own chair
* Bags and clothes stowed safely at seat
* Maintain 1 metre distance at all times – try not to ‘mingle’
* No sharing music – Bring your own music
* Toilet – observe 1 in 1 out plus one-way system (Exit via door at back). Use hand sanitiser on entry and exit, and wear face mask inside
* No drinks supplied and no use of kitchen, bring your own
* Do not touch curtains, light switches, window catches
* Do not enter Meeting Room or Hall – these not to used
* Please be aware if moving around of a possible power cable to the piano

Leaving

* Maintain safe distance in car park – 1 metre rule

COVID positive

* You cannot attend a rehearsal if you have any symptoms suggestive of COVID; a new cough, loss of smell/taste or a temperature or if in the past 2 weeks you have been in contact with anyone with a confirmed diagnosis of COVID.
* If any member is ill with COVID symptoms during rehearsal contact a Committee member
* Any member has a positive COVID test within 14 days of attending a rehearsal they are 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

* All to wear face coverings inside
* 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