Dorking Camera Club est. 1955



Meeting Plan

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| Date | 12th August 2022. | Location | St Joseph’s Church Hall |
| Meeting Manager | Gareth Balle |  |  |

**Before the meeting**

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| Task | Requirements | Responsible / helpers |
| Review Risk Assessment & Meeting Plan for use of Hall | Risk Assessment & Method Statement | GB |
| Attendee’s instructions revised to reflect changes in local and national circumstances. | Instructions to Attendees | GB |
| Amend Meeting Instructions to reflect Committee decision that only fully vaccinated members will be permitted to attend face to face meetings, unless medically exempt. | Instructions to attendees. | GB |
| Amend Meeting Instructions to reflect guidance regarding ventilation, wearing of masks, not attending meetings if unwell & hygiene. | Instructions to attendees. | GB |
| Circulate amended Meeting instructions to members, | Instructions to attendees. | DB |
| Hall to be opened in good time to prepare for meeting. 45 minutes allowed. | Keys | GB |
| Hand sanitiser & masks to be put out. | Sanitiser & masks | GB |
| Chairs to be set out. |  | GB / Helpers |
| Kitchen helpers to be appointed. | Tea and coffee provision. Disposable cups (?) | DB |
| Ensure ventilation is adequate. |  | GB |
| Assemble tech required for the meeting if any. | Projector, laptop. | MM |

**At the meeting**

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| Task | Requirements | Responsible / helpers |
| Tech managed. | Projector, laptop. | MM |
| Meeting introduction. |  | DB |
| Hold meeting. |  | DB |
| Meeting refreshments break. | Kitchen, Tea, coffee, spare disposable cups. | Kitchen Helpers |
| Reminder to attendees to leave premises quietly. |  | DB |
| Close meeting |  | DB |

**After the meeting**

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| Task | Requirements | Responsible / helpers |
| Tech dismantled and put away. | Projector, laptop & stand. | MM |
| Ensure kitchen cleaned adequately. | Cleaning products | Kitchen Helpers |
| Ensure any windows opened for ventilation are secured. |  | GB |
| Ensure kitchen waste is removed from hall. |  | Kitchen Helpers / GB |
| Ensure hall locked and secure. | Keys | GB |
| Review of meeting in respect of use of hall and attendee opinions and agree any relevant amendments to Instructions to attendees. |  | Committee |