

Greysouthen Village Hall Committee Meeting

Tuesday 8th February 2022, 7.45pm in the Village Hall

	Item	Notes	Action
1.	Present	Jen McCulloch (Chair), Adrian Sims (Vice-chair / bookings), Chris Scrugham (Treasurer), Gwyn Lloyd (Secretary / Bowls), Roger James (Facilities Manager), Howard McCulloch (Seniors), Janette Pollitt (H&S), Katie Boichat (Craft & Crumbs), Ben Davies-McChesney	
2.	Apologies	Gabrielle Hutchinson (WI), Parish Council	
3.	Minutes	The minutes of the meeting of 6 November 2021 were approved and signed	
4.	Declarations of Interest	None	
5.	Matters arising	1. The Finance Policy – reviewed; no change was required. 2. Emergency lighting and external light – electrician to return w/c 14 February. 3. First Aid kit – replenishment of out of date items ongoing 4. Carol singing refreshments 2018 - a payment of £50 (agreed at March 2019 meeting) was outstanding. Treasurer to issue cheque. 5. Fire Risk Assessment – a faulty fire extinguisher had been replaced. Action on the following items was required: a) Gas pipe in hallway – box in b) Kitchen partition wall -replace glass with fire resistant plasterboard c) Kitchen door - replace with fire door and door frame d) Internal double fire doors – add sealing strip e) Fire warden training – liaise with Cumbria Fire & Rescue f) Booking policy / booking form – add awareness of fire precautions	Howard Jen Chris Roger & volunteers Janette Adrian & Jen
6.	Chair's update	1. ACT Community Buildings Webinar – Trustees of old buildings could achieve maximum energy savings for minimum cost by installing under floor insulation, fitting thermostatic valves to radiators and providing ceiling fans (to direct hot air downwards). 2. Architects Plus – date of visit to be confirmed. 3. New Curtains – had been put up. 4. Dementia poster – on notice board. 5. Jubilee Celebrations – to be a joint event with parish Council 6. Landholding – backlog at Land Registry. A valuation of the hall was required by the land Registry (to calculate its processing fee). It was agreed to submit the hall's insurance valuation.	Jen Jen
7.	Risk Management	1. See item 5.5 above	
8.	Treasurer	1. Current bank balance: £37,628.64; Income: £2,814.50; expenditure: £634.	
9.	Grants	1. Cumbria Community Foundation – enquire whether architect's fees are grant eligible.	Jen
10.	Secretary & Documents	1. Complaints Procedure – draft discussed; amendment added.	Jen

11	Maintenance	1. Drains – a blockage under the highway was causing drains to back up. United Utilities to investigate. 2. Car Oil Leak – Cumbria Highways had dealt with the spillage near the entrance to the hall. 3. Concrete slab (front entrance) and gap between highway and hall – Cumbria Highways had carried out remedial works. 4. Decorating - almost complete; radiators, door to ladies toilets and kitchen hatch to be painted. In addition some painting would be required following works (item 5.5 above) to the hallway 5. Hallway Mat – a new mat to be purchased once works completed.	Roger & volunteers
11.	Village Hall Development	1. See item 6.2 above.	
12.	Bookings	1. Future bookings included children's parties; a dog first aid course and May local elections. 2. Risk Assessment template for hirers to be reviewed, to make it easier to complete.	Adrian & Jen
13.	Marketing and Website	1. A banner advertising the Cocktails & Casino fundraiser was on the website and local social media.	
14	Events	1. November's whisky tasting had raised £290. 2. The carol singing was well attended by a cross section of the village. £140 was raised and donated to the Calvert Trust. The village hall paid £100 for an accordionist to accompany the carollers. 3. A second whisky tasting was arranged for 26 February; tickets were selling well. 4. The Cocktails & Casino night was booked for 5 March.	Howard Adrian
15	AOB	None	
16	DoNM	Tues 22 nd March 2022 at 7.30 pm Village Hall	

The meeting closed at 9.45pm