

Greysouthen Village Hall Committee Meeting

Tuesday 6 September 2022, 7.30pm in the Village Hall

	Item	Notes	Action
1.	Present	Jen McCulloch (Chair), Adrian Sims (Vice-chair / bookings), Chris Scrugham (Treasurer), Gwyn Lloyd (Secretary / Bowls), Howard McCulloch (Seniors), Janette Pollitt (H&S), Ben Davie –McChesney (Marketing / Website, Gabrielle Hutchinson (WI), Lee Jackson (Parish Council)	
2.	Apologies	Roger James (Facilities Manager) and Hannah O' Fee (Greysouthen Grasshoppers)	
3.	Minutes	The minutes of the meeting of 5 July 2022 were approved and signed.	
4.	Declarations of Interest	None	
5.	Matters arising	1. Booking Policy, Terms & Conditions, Booking Form and Risk Assessment for Hirers – a review was ongoing. 2. Platinum Jubilee – the details concerning the surplus funds (£330) had been sent to the Parish Council for further discussion prior to its distribution. 3. Trustee Eligibility Declaration Form – Gabrielle and Ben to sign (completed at end of meeting). 4. Noise Issue – hirers had complied with licencing conditions. Adrian would carry out random monitoring	Jen & Adrian Adrian
6.	Chair's update	1. Charity Commission Register – to be updated. 2. EVAC chair - had been sold (£50). 3. Trustee Induction Pack – an updated version being prepared.	Jen Jen
7.	Risk Management	1. Safety Inspection (land between the western end of the hall and Greysouthen House) – carried out. Some weeding required. Adrian to look at ground adjacent to door to Greysouthen House.	Janette Adrian
8.	Treasurer	1. Current bank balance (2 September): £38,984; Income: £330; expenditure: ££229. Chris and Adrian to consider how to improve identification of individual payees.	Chris & Adrian
9.	Grants	1. Cumbria Community Foundation Grant – the replacement cooker needed to be purchased by 27 September to comply with the grant conditions. It was agreed to purchase a dual fuel model from AO.	Jen
9.	Secretary & Documents	1. Declaration of Interest Policy - reviewed and agreed.	
10	Maintenance	1. Working Party – to be arranged for autumn 2. Cleaning – the hall was cleaned once per week. It was essential that hirers left the hall clean and tidy for the next users. Adrian to advise Roger of multiple bookings so that hall could be inspected between bookings and any necessary action taken.	Roger Adrian & Roger
11.	Village Hall Development	1. Appointment of Architect – three architectural practices had visited the hall in previous months. It was agreed to invite WK Design to a further site meeting with Trustees. The decision was based on the company's experience of designing adaptation and improvement works to old village halls.	Jen

12.	Bookings Bookings continued	1. Hire Cost – had not increased for several years. It was agreed to increase from £7.50 to £8.00 and to review impact in 6 months. 2. Greysouthen Climate Action – it was agreed to waive the hire fee for the lunchtime and evening sessions on 1st October.	Adrian
13.	Marketing and Website	1. Greysouthen Gossip – next edition due October. Responsibility for the newsletter rested with the Parish Council. [Prior to the glossy format, the newsletter was edited by a member of the Council and it carried the strapline: <i>Published by Greysouthen Parish Council</i>]	Ben
14	Events	1. Christmas programme of events – to be considered at next meeting. 2. Greysouthen Climate Action – wildflower planting on playing field (24th September); lunch and evening concert (1st October)	
15	AOB	1. A resident had raised concerns about the highway outside his property. This was an issue between the resident and Cumbria Highways and not for the Trustees.	
16	DoNM	To be advised following site meeting with Architect.	

The meeting closed at 9.30pm