

Greysouthen Village Hall Committee Meeting**Tuesday 14 March 2023, 7.00pm 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), Hannah Gate (Grasshoppers), Gabrielle Hutchinson (WI), Lee Jackson (Parish Council)	
2.	Apologies	Ben Davies-McChesney (Website/marketing)	
3.	Minutes	The minutes of the meeting of 1 November 2022 were approved and signed	
4.	Declarations of Interest	Lee made a declaration in respect of the EV charging point (item 15.4)	
5.	Matters arising	1. Boiler - serviced and certified. 2. Hire Agreement and T&Cs – updated and put on Greysouthen.online. 3. Grant applications to Screwfix and Morrisons - unsuccessful 4. Users' Register - now in operation.	
6.	Chair's update	1. Premises Licence - renewed. 2. Insurance/Hardwiring – 5 year survey of wiring to be arranged (a condition of building insurance policy). 3. Complaints Policy – reviewed, no change required. 4. Greysouthen Gossip – Parish Council responsible for its funding and production; next issue due in April.	Howard Ben
7.	Risk Management	1. General Risk & Fire Risk Assessments – amendments were discussed and agreed. Updated documents to be produced. 2. Asbestos – its presence, if any, would be identified during survey for remodelling of hall. 3. Fire Extinguishers – had been tested and certified. 4. Soft furnishings – all fire retardant material. 5. Gas pipe (entrance hall) – to be boxed in after widening of entrance doorway. 6. Kitchen Door – to be replaced with a fire door. 7. Partition Wall (kitchen/entrance hall) – fire retardant plasterboard to be fitted. 8. Folding Ramp (rear exit step) – investigate designs/costs. 9. Land adjacent to hall – safety inspection by end of March	Janette Roger Roger Jen Janette
8.	Treasurer	1. Finance Policy – reviewed and amendments agreed. Revised document to go on Greysouthen.online. 2. Bank balance: £39,121; Income: £8,155; expenditure: £4,584 3. Parish Council annual donation and hire costs – clarification required. 4. Bowls Club Fund - £500 being held on behalf of the club. 5. WI village donation – agreed to hold £950 on behalf of the WI for a village project.	Chris, Gwyn, Jen Chris, Jen, Lee Chris & Janette
9.	Grants	1. Village Hall Improvements – details of the works and their estimated costs would be required before any grant applications could be submitted.	

9.	Secretary & Documents	1. Nothing to report.	
10	Maintenance	- Working party had cleared gutters, repainted radiators and the lower parts of the walls. The entrance hall also repainted but requires further coat. - Loft remains to be cleared of unnecessary items.	Roger & volunteers
11.	Village Hall Development	1. 'Existing' drawings had been produced by architects, WKD Designs. Representative from WKD Designs to attend next meeting (Tuesday 18 th April).	
12.	Bookings & User Groups	- Hire Charges – it was agreed to review hourly and daily charges to ensure they were in step with other village halls. - Hire of furniture – some tables had been hired for a Burns Night Supper. A resident wished to hire tables/chairs for a wedding. It was agreed that each hiring would be assessed on its merits. - Cycling group - meeting fortnightly (Tuesdays) - Grasshoppers - well attended - Bowls – new member joined	
13.	Marketing and Website	- Gossip – next issue April. - Website – Trustee information required updating	Ben
14	Events	- Coronation Celebrations – Sunday 7th May Childrens' Party in hall; Picnic on playing field; Whisky Tasting.in hall - Village Show 2nd September.	Hannah, Jen, Howard ALL
15	AOB	- Noise – no further issues - AGM – Tuesday 18th May - Storage – additional storage for Grasshoppers ongoing. - EV Charging Point – proposal still evolving and would be subject of a consultation by the Council Highways Department. The Trust would await for proposal to be finalised before making its views known to the Council at the consultation stage.	
16	DoNM	Tuesday 18 April at 6.30pm (please note early start)	

The meeting closed at 9.30pm