

Greysouthen Village Hall Committee Meeting

Tuesday 1 November 2022, 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), Ben Davies-McChesney (Marketing / Website), Gabrielle Hutchinson (WI)	
2.	Apologies	Lee Jackson (Parish Council)	
3.	Minutes	The minutes of the meeting of 6 September 2022 were approved and signed	
4.	Declarations of Interest	Jen and Adrian made declarations in respect of item 11.	
5.	Matters arising	1. Hiring Policy – updated version approved. 2. Cooker – new cooker purchased and installed; old cooker sold for £500. 3. Jubilee Surplus Funds – Jen awaiting response from Parish Council. 4. Greysouthen House – Adrian to inspect ground adjacent to front door and carry out repairs, if required.	Jen Adrian
6.	Chair's update	1. Charity Commission Website – the Trust's entry had been updated. 2. Insurance – the policy had been renewed. The Insurer had requested an EICR certificate; this had now been done. 3. Key Safe – it was decided that this would not be practical. 4. Record of key holders – to be maintained by the Booking Secretary. 5. Boiler Service – due 6 November. 6. PAT testing – date to be arranged 7. Hire Agreement and Hiring Terms & Conditions – draft documents were discussed, amended and agreed. The new versions would be put on Greysouthen.online. 8. Users Register – to be located in the entrance hall	Adrian Jen/Howard Jen & Ben Jen
7.	Risk Management	1. Nothing to report.	
8.	Treasurer	1. Bank balance (at 30 September): £39,096; Income: £308.00; expenditure: £176.00.	
9.	Grants	1. Applications had been submitted to Screwfix and Morrisons. 2. A resident, experienced in formulating grant bids, had offered to help with future applications. 3. Howard was to join a zoom meeting about match funding.	Howard
9.	Secretary & Documents	1. Nothing to report.	
10	Maintenance	1. Blocked external rainwater drain - it was agreed to replace it and improve maintenance access. Estimated cost £200. The owner of an adjoining property was willing to share costs. 2. A working party to be organised to clear drains, paint radiators and clear out the loft.	Roger & volunteers

11.	Village Hall Development	Professional Fees - estimates were considered from WKD Design (architects), Baker Mallett (quantity surveyors) and Wilkinson James Partnership (mechanical & electrical engineers). The estimates related to the design, production of drawings and costed proposals to support future grant applications. It was agreed unanimously to engage all three practices. Jen to contact WKD, the lead practice, to confirm the Trust's agreement.	Jen
12.	Bookings	- Climate action group to pay for future hirings - Clarify payments made by a hirer	Adrian Adrian
13.	Marketing and Website	Greysouthen Gossip – contributions for Christmas edition required by 24th November.	Ben & Gwyn
14	Events	- Christmas programme of events – a meeting to be held on 9th November to consider and progress ideas. - Decorate hall Sunday 4th December 3.00pm - Christmas lights switch on Saturday 10th December	Jen, Hannah Janette, Adrian & Ben
15	AOB	None	
16	DoNM	2023 Date to be advised	

The meeting closed at 9.00pm