

Greysouthen Village Hall Committee Meeting
Tuesday 6 February 2024, 7.00pm in the Village Hall

	Item	Notes	Action
1.	Present	Jen McCulloch (Chair), Chris Scrugham (Treasurer), Gwyn Lloyd (Secretary / Bowls), Roger James (Facilities Manager), Howard McCulloch (Seniors) Janette Pollitt (H&S), Hannah Gate (Grasshoppers), Ewan Roberts(Parish Council)	
2.	Apologies	Adrian Sims (Vice-chair & Bookings)	
3.	Minutes	The minutes of the meeting of 7 November 2023 were approved and signed	
4.	Declarations of Interest	None	
5.	Matters arising	1. Insurance – Trustee Indemnity Insurance cover confirmed by Allied Westminster insurance on 17 November 2023. Insurance Statement of Fact updated to record electrical wiring certification on 12 December 2023 (next wiring inspection due in 2026).	
6.	Chair's update	1. Lease – the Chair had spoken with a representative of Brackenborough Estates, agents for the Harris family. A 50 years extension of the lease would be raised at the next quarterly meeting with the Harris's solicitors. Brackenborough Estates were invited to visit the hall and discuss proposals for its upgrade.	
7.	Risk Management	1. Risk Assessments - Hall and Fire reviews due in March. 2. Fire Alarm – check fire regulations if this is a requirement.	Janette
8.	Treasurer	1. Income to date: £12,449 and expenditure £9,084. Current balance: £42,134 (this figure includes retained funds of £20,000 and £627 held on behalf of Bowls and WI).	
9.	Grants	1. ACT Capital Funding Webinar on 10 February; Jen and Howard to participate.	Jen & Howard
9.	Secretary & Documents	1. Complaints Procedure – updated and signed 2. Finance Policy – reviewed, no change required 3. Gas Boiler Certificate – Gas Engineer contacted 4. Beacon Fire Certificate – chase up.	Jen
10	Maintenance	1. Kitchen – Facilities Manager to purchase and install fire door and frame. Also Fireboard to cover window between kitchen and entrance lobby.	Roger & volunteers

11.	Village Hall Development	1. A Development Meeting to be held on Tuesday 20 February, 6.30pm.	
12.	Bookings & User Groups	1. The hall continued to be used by Bowls club, Grasshoppers, Cycling Group and Book Club.	
13.	Marketing and Website	1. Website – had been updated in November 2023.	
14	Events	1. The Christmas and January fundraising activities had raised £1,550. It was agreed to donate 10% of the money to Papyrus, the Village Hall's adopted charity. 2. Easter Weekend: Whisky Tasting Evening (Friday 29 March); Easter Egg Trail & Family Fun Afternoon (Saturday 30 March); Family Pie & Pea Evening (Saturday 30 March).	Jen & Chris
15	AOB	1. The Parish Council – two vacancies had arisen and had been advertised.	
16	DoNM	Tuesday 9 April at 7.00pm	

The meeting closed at 8.30 pm