

**Greysouthen Village Hall Committee Meeting
Tuesday 9 April 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)	
2.	Apologies	Adrian Sims (Vice-chair & Bookings), Hannah Gate (Grasshoppers), Janette Pollitt (H&S), Ewan Roberts (Parish Council)	
3.	Minutes	The minutes of the meeting of 6 February 2024 were approved and signed	
4.	Declarations of Interest	None	
5.	Matters arising	1. ACT Capital Funding Webinar – Jen and Howard had attended. Potential funding organisations required governance, policy and procedural documents to be in place. An Environmental Policy needed to be drafted to complete the required documentation. 2. Safety Certification – Boiler and Beacon Fire certificates obtained.	Janette
6.	Chair's update	1. Lease – the Chair had spoken with Brackenborough Estates. Members of the Harris family were keen to visit the hall and discuss the lease and proposals for upgrading works. Date to be confirmed (Wednesday 19 June, afternoon). They also wish to visit playing field – Parish Council to be advised). 2. Microwave oven and wooden ladder – agreed to replace both. 3. Fire door (kitchen) – clarify whether glass observation panel required. 4. Bridgefoot Village Hall – grant funding had been obtained to install photovoltaic panels linked to battery storage. A visit to be arranged once system had been in operation for a while.	Jen Jen Roger/Janette Gwyn
7.	Risk Management	1. Risk Assessments – Fire and Hall documents reviewed and updated	
8.	Treasurer	1. Income to date: £13,775 and expenditure £12,206. Current balance: £40,338 (this figure includes retained funds of £20,000 and £627 held on behalf of Bowls and WI). Running costs averaged £13 per day.	
9.	Grants	1. ACT Funding Fair (24 April) – an opportunity to meet various funding organisations. Jen and Howard to attend..	Jen & Howard
9.	Secretary & Documents	1. Booking Form T&C updated 2. Hiring Policy to be amended	Jen
10	Maintenance	1. Fire Door (kitchen) – see 6.3 above	Roger & Janette

11.	Village Hall Development	1. Architect's fee paid. 2. Tirral Village Hall Infrared heating system-visit to be arranged	Jen
12.	Bookings & User Groups	1. Glass Hire – it was agreed to hire out glasses for an external function for £25. 2. Polling Station – the hall was booked for the Police & Fire Commissioner election on Thursday 2 May.	
13.	Marketing and Website	1. Website required some updating.	
14	Events	1. The Easter weekend. The Whisky Tasting on the Friday had been well attended. The Easter egg trail and family afternoon activities had been a great success on the Saturday, as had the Pie & Pea supper in the evening. The Trustees expressed their grateful thanks to the organisers, volunteers and sponsors. 2. Future events Village Show, Whisky Tasting, Virtual Pub & Chippy van. Dates to be confirmed.	Volunteer Events Team
15	AOB	1. None	
16	DoNM	AGM Tuesday 21 May at 7.00pm	

The meeting closed at 8.15 pm