

Greysouthen Village Hall Committee Meeting

Tuesday 19 March 2019

	Item	Notes	Action
1.	Present	Jen McCulloch (chair), Roger James, Jonathan McMeekin, Jane Inman, Gwyn Lloyd, Colin Donaldson (bowls), Howard McCulloch (Senior social club)	
2.	Apologies for absence:	Margaret Wiltshire (WI) Robin Lovegrove (VP), Adrian Sims (bookings and VC) Jan Johnson	
3.	Matters rising	None	
4.	Chair's update	To note that we have moved to a standard agenda 1. Report on trustee training attended on 4 Feb: Jen reported that it was interesting and helpful, confirming that we are doing the right things. She received useful documents about trustees role to incorporate into induction pack. Action points for committee: - Revisit constitution to ensure we carry out the aims and objectives - We can amend/update constitution without ref to charity commission, we can get advice from ACT to support us in this. - We should declare and record conflicts of interest To note: We are now registered on ACT website which lists all village halls and can be used if people are searching for halls to rent. They issue a useful quarterly newsletter giving helpful advice. Also we have had helpful information coming from grant officer at CCF Members felt it would be helpful if there was some collective purchasing of insurance and fuel. Jen to enquire of ACT 2. Data protection/GDPR Gwyn has done some work on GDPR which will enhance our basic policy. To note and circulate 3.. Easyfundraising: this is a cash payback site where shoppers can nominate their chosen charity. (www.easyfundraising.org.uk) GVH is registered now as a recipient charity. Jen and Jane to try out when purchasing items with the grant, if appropriate, then publicise further	Jane ALL Jen Jane Jen
5	Risk Management	Jane has updated the hall RA and the fire RA following the recent maintenance and upgrading work by Roger and the attic clearance and storage review. Thanks to all for the hard work done. Both had been circulated in advance of the meeting and the updated versions are in secretary's file. Outstanding actions remain as follows, both urgent: 1. Annual boiler check -last date was 12 Dec 2017, when a full service and repair was done Action: Jonathan/ Roger to fix a date for next inspection 2. The fixed wiring test (an insurance criteria) has now been organised for beginning of Apr To note: The chart of statutory tests with dates is now complete. Ensuring and recording completion of tests is a shared responsibility for the committee not just the facilities manager.	Jonathan/& Roger Howard

		Action complete - Accident book has been purchased and set up in the bottom drawer in the kitchen, which is labelled. Invoice (approx. £4) sent to Jonathan to record purchase. Notices about this are in the main entrance and on the first aid kit. Jane will check at each meeting and report to committee. This is a requirement of our new insurance policy	
6	Treasurer	Jonathan presented year end accounts for 2017-2018 – attached Jonathan advised the need to undertake some good housekeeping by reducing costs and increasing income. One key area to review is fuel cost (electric and gas) Action Jonathan Concern was noted that we are running at a predicted loss of approx £500pa and that we have no financial reserves. The annual donation of £1000 from the PC is critical to the sustainability of the hall. Insurance - trustees indemnity cover. We discussed different levels of cover. (from approx. £28 pa) but agreed that we need to increase revenue before we make further annual commitments. Jen advised that this had been discussed at the training event and that there were very few occasions reported of legal prosecution of trustees. Indemnity cover does not cover negligence – so ensuring we are acting within the full guidelines of both our constitution and our roles as trustees is important. Jonathan queried if payment been received for the party where the damage was done? Action: Jonathan to check with Adrian Thanks were noted to Dr David for hosting the super party after the Carol singing which had been very well attended. Jonathan proposed offering him £50 to help towards costs. Agreed. Revenue from bookings: We celebrate an increase in bookings over the year! Colin noted that as a representative of a user group (Bowls) that the rental has been the same for at least 7 years. Group to review rental charges (Jen, Adrian, Margaret) has still to meet. Charges need to be set to ensure we keep our existing groups but also realistically support running costs for the hire period.	Jonathan Jonathan Jonathan Jen, Margaret. Adrian
7	Grants	Jane & Jen & Roger to meet on 25 March to plan spend of the grant from CCF for upgrade of kitchen Jen to obtain further detailed quotes for the Sellafeld grant for a new range style cooker	Jane, Jen, Roger Jen
8	Secretary	Induction pack for new committee is completed to date - it has taken a year to draw together all the essential documents and information The pack will be sent electronically to all members of the new committee after the AGM. Outstanding action: Safeguarding policy – for future meeting	Jane ALL
9.	Facilities Manager	Roger reported lots of progress. Loft has been significantly cleared out - storage is being improved with units. Red chairs have been brought into use and the old black ones removed. Next upgrades needed are: -install a new Radiator in gents -install radiator for alcove near back door. -get small sandwich board and get rid of larger blackboard	

