

**Greysouthen Village Hall Committee Meeting
Tuesday 4 February 2020 7pm at 6 Main Street**

•	Item	Notes	Action
1	Present	Jen McCulloch (Chair), Jane Inman(secretary), Adrian Sims (Vice Chair/bookings), Roger James (Facilities manager), Gwyn Lloyd (Bowls), Gabrielle Hutchinson (WI), Howard McCulloch (Senior social group), Ben Davies-McChesney (website) Jen welcomed John Inman as Treasurer	
•	Apologies	Robin Lovegrove (Virtual Pub/PC)	
•	Minutes	Accepted & signed	
•	Matters arising not on the Agenda	• Carol Singing Thank you card and letter received from Lake District Mobility for donation of £259.60 • Gossip: Items to include are: increase to £7/ hour hire charges with effect from 1st April 2020, Spring Programme, Notification of update to premises licence, and reminder to use electronic calendar on website	Jen & Jane
		(Item moved up the agenda as John had to leave to attend another meeting) The committee formally & unanimously confirmed and agreed the	

following:

The resignation of Jonathan McMeekin as treasurer of the Joseph Harris Memorial Hall (Greysouthen Village Hall) was accepted and recorded in the minutes of 26.11.19

Jonathan McMeekin will now be removed as a signatory to the account

John Inman was co-opted to the position of treasurer of the Joseph Harris Memorial Hall (Greysouthen Village Hall) at the November meeting.

John Inman will now be added as a signatory to the account

Signed: Chair

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.....*Date*

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Treasurer's report:

John has undertaken considerable work with help from other committee members to reconcile the accounts for the past 3 years, and he presented a report covering handover action, together with financial reports and summary accounts for FY's 2018/19 and 2019/20 to date (circulated). Detailed spreadsheets of each year's accounts were tabled at the meeting. The accounts will be run as an open book for all members of the committee and village

Treasurer

		John circulated a summary report stating clearly our financial reporting requirements to the Charity Commission. As a first step, the accounts will be externally examined. John has approached John Knox, former officer of Eaglesfield Village Hall, who is agreeable. Proposal unanimously accepted.	Jane Roger/John John
		• Financial year end: John advised that as this is 30 April it would be helpful to hold the AGM after this date. The Trust document allows for this. • Hall running costs: From the accounts and by taking sample services readings, the running costs of the hall are calculated as £3 per hour for gas and electric costs when in use (winter's evening). This cost does NOT include cleaning, insurance, wear and tear, contingency and	Gwyn & John ALL

development costs. The estimated running cost for the hall over a full year with the current pattern of use is £10 per day or £3650 per year.

- **Finance Policy and governance:** to be written using the documents outlining financial responsibilities and reporting requirement circulated from Gwyn and John

The committee expressed huge thanks to John for the work undertaken to provide the trustees with financial clarity. John stated he would be happy to continue as treasurer to the AGM, and for one further year, but with an assistant treasurer in place from the AGM to shadow and then take over.

The committee recognised that having two elected trustees (treasurer and secretary) from the same family is not good practice but agreed that, with checks and balances from other trustees, and professionalism this can continue. It is now up to all trustees to start to recruit others to the committee in preparation for the AGM

John left the meeting at

		John left the meeting at 8.30pm	
•	Chair's update	Insurance: Action carried forward from last meeting: a full contents inventory is being undertaken both a shorter written list for hirers and full photographic contents list for insurance purposes Committee membership We are keen to encourage others to attend our meetings – agreed to move meetings back to hall. As hall is booked for Tues evenings agreed to try Thursday evenings after yoga, which finishes at 7pm Parry Gas Cooker doors – Jen continues to chase up the replacement of the doors supplied damaged Trustee Declaration: noted that all trustees have completed the Charity Commission declaration form. Form held in secretary's file	Jane Jen
		• Schedule of statutory tests are now fully up to date and all reports/certificates have been placed in secretary's files • Hall & Fire Risk Assessments were circulated with updates and changes highlighted for action, agreed as follows: • Ladders – usage guidance to be	

		guidance to be put on wall near ladders • Rear Fire exit – clear space to be marked on floor • Curtains and Blinds – 3 quotes obtained for replacements & grant application progressing • Smoke detector test – record sheet to be displayed • Asbestos survey- initiate with West Coast Thermal The RA's will now be updated, circulated with the minutes and a copy placed on hall board • Event Risk Assessments: Adrian keeps a record of thee linked with the booking. We now have a number of templates for a range of different activities to help those running community/ fundraising events • Accident Book : no accidents reported • Breakages: agreed to have a breakages and	
•	Risk Management		Jane Roger Jen Roger Jen Jane Adrian Jen/Roger Jane

		issues sheet available to hall users. Jen to set up, Roger to check regularly Emergency contacts list: Agreed a list of elected members and contact phone numbers will be displayed inside hall in case of accidents/emergencies Food Hygiene: Howard reported a conversation with Allerdale BC Environmental Health which indicates that we are a registered Food Premises and are due an update inspection in a few months. Howard to gain further clarification. Food Handlers notice – ACRE template has been printed off and placed in hall. Agreed to buy a food thermometer (up to £20) for general use (with advisory temperatures supplied)	Howard Jane
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•	Grants	Both grants (Sellafield and UU) are now fully spent or committed. The kitchen cupboards are stocked and an inventory made for hirers use. Some surplus crockery is in store in the attic in case of breakages now need to be stocked with the new items.	
	Secretary	• Hallmark QA : Advice from ACT is that we are sensible to consider undertaking all 3 levels at the same time as the cost is £50 per visit. Jane has assessed our preparedness and we are 2/3 complete on each level. Jen has spoken with insurers and there is up to £90 max reduction on the insurance premium per annum on achievement of all 3 levels. The certification lasts for 3 years offering considerable saving as well as improving our good practice. Detailed checklist has been circulated for level 1 – with areas of work identified for action. Jane is progressing with	ALL

•	Secretary	Jane is progressing with obtaining relevant policy templates from ACRE and will summarise action needed for levels 2 & 3 at next meeting. Aim is to have QA mark assessment over summer/early Autumn prior to renewal date for insurance (18 Oct 2020) • Premises Licence: in discussion with Allerdale about the need to have the premises licence for the corrected postal address and also to extend the licenced activities and times, Jane has been advised to apply for a new licence which will then be fully up to date. We are required to give 28 days notice in local press/village magazine etc. This will go into the March Gossip. A notice will also be placed on the external hall board for the statutory period.	Jane Jane
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•	Facilities Manager	The Monday working team of volunteers coordinated by Roger are achieving amazing progress and are thanked. The future workplan is as follows: Grout kitchen tiles Complete surrounds to cooker (aluminium sheeting) Complete hallway decoration Obtain oil for windows and skirting Decorate kitchen Decorate ladies toilets Review wires in music cupboard & add connector for iphone/ ipad	Roger
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•	Bookings	Evening use is increasing with a new regular private booking for Cockermouth Youth Cycling Club on Friday evenings 6.30-7.30pm. There is still no regular daytime use. It is hoped that the African Drumming will become a regular booking – the first free workshop is to try to build interest. Perhaps this is a way to facilitate the start up of other groups? There may be some interest in starting a scrabble group- further exploration needed Agreed that hire charge is £7 per hour for all hirers (village and external). Adrian to advise all existing hirers of increase/standardisation of hire charges The committee is committed to supporting all community user groups and asks, through their user group link, to keep us advised if charges cannot be met because of low numbers. For smaller groups, possibly a donation which covers at least the running cost of £3/hour may help to keep such groups going as numbers fluctuate. Ben will do a special online marketing drive for WI and Bowls – and other groups as needed.	Gabrielle Adrian Ben
		Film Festival Has been very well received and Howard is awaiting the outcome of a lottery bid to enable us to show more films. We clarified that the amount payable to CineNorth for	

		each film covers the PPL) licence (payment of royalties) Response to Lion King has been slow – Ben will set up a Facebook Advert (approx. cost £10) to target the marketing. Family Bingo Night : Jen will approach someone with a ‘bingo kit’ and see if we can find a date in April or May to add to the spring programme Spring Programme: Jen will approach Tendley for printing. Help needed for to distribute Good ideas: We still have more ideas than the committee members have capacity to deliver – essential that we have more help from the wider village population Marketing leaflet: Ben shared the draft marketing leaflet which is looking super. Amendments suggested will be worked in and then 1000 produced at print cost of £90. Leaflet will be given to all users and spread around town at all possible outlets! Open Day: Proposed to have an open event with all user groups present, the official ‘ribbon cutting’ for the kitchen, and including the AGM followed by a cheese and wine social to encourage wider	Ben Jen Jen ALL Ben ALL User group reps ALL
•	Marketing and Events Programme		

		engagement of village in the hall business (and hopefully new committee members). Proposed Date is: Saturday 4 June 4.30pm start. Draft schedule idea - tba: 4.30 pm Opening by Drumming Group (if it gets going!) 5-6pm User groups, including our own 'Ideas and sign up' stall. User group reps to approach their groups for sign up 6-6.30pm SHORT AGM (Chair's report, Annual accounts, Election of members) supported by audio visual presentation (by Ben) 6.30pm Ribbon cutting and Cheese and wine social	
•	User Groups	No additional business	

•	AOB	• Charitable Incorporated Organisation (CIO): Gwyn has begun to assess whether this is a possible step for us. Agreed we need to ensure we can cover any additional requirements eg financial compliance and reporting. Proposal for this must go to an AGM. Agreed to postpone to 2021 AGM to give us time to consider details and implications fully • Bins – to be secured to avoid tipping over and causing problem to neighbours	Gwyn & John Roger
•	DoNM	Thurs 12 March 7.15pm in Village Hall AGM: within Open Day Sat 6 June from 4.30pm	

The meeting closed at 10.30 pm