

Greysouthen Village Hall Committee Meeting

Tuesday 4 June 2019

	Item	Notes	Action
	Present	Jen McCulloch (Chair), Jane Inman(secretary), Jonathan McMeekin (treasurer), Robin Lovegrove (Virtual Pub), Adrian Sims (Vice Chair/bookings), Roger James (Facilities manager), Ben McChesney-Davies for item 3	
	Apologies for absence	Margaret Wiltshire (WI) , Gwyn Lloyd (Bowls), Howard McCulloch (Senior social group)	
	Website update Ben McChesney-Davies	Link had been sent out previously for members to look at Some refining of structure to be done Agreed to have two Email addresses info@grey... general enquiries to go to chair Bookings@grey... to go to Adrian,Jen, Roger Agreed that the VHC Minutes will go onto the docs section of website as will a copy of the CC trust document Agreed that we will all have our names appearing in the minutes as per previous practice Agreed to have an Electronic calendar - Adrian to have admin access to it. An excellent local directory section had been initiated by Ben with each local recommended small business paying a small annual fee. From this Ben had donated £100 to VH fundraising. Parish Council had previously verbally agreed to support the village website hosting etc costs but this needs to be confirmed and money to be paid Agreed that the website will be launched as soon as possible, pending completion of work, and in good time for the village show. Ben offered to design and print a small leaflet. Jen offered to help coordinate distribution via the existing network Thanks are noted to Ben for his fantastic work	Ben with .. Jane Adrian Robin Jen
	Matters rising not on the Agenda	Safeguarding Members were circulated with the single page recommended actions by the Charity Commission on Safeguarding Jen has researched info from CC and other hall committees and will draft an outline policy	Jen

	Chair's update	All issues are covered under the other agenda items	
	Risk Management	The following actions are now complete and all satisfactory & reports have been placed in secretary's files Annual tests: PAT testing, Fire equipment & Boiler checks 5 year test: Fixed Wiring check. Some remedial action to install new sockets has been completed. There are 2 advisory actions regarding earth bonding to be undertaken, Roger will liaise with the electrician	Roger
	Treasurer	Balance as at 31 May is £7345.90 This figure includes the UU grant for ongoing kitchen refurbishment, £1000 donation from Parish Council, £659 fundraising from Spring events plus payment for use of the hall as a polling station. The following actions identified at the AGM have been progressed, although not yet fully completed: 1. Energy review - Jonathan has explored options, the best value being to remain with EON. The variability of previous charges has originated because we are only on estimated readings. The new contract requires us to provide a monthly meter reading. 2. Hire review costs: knowing the actual rather than estimated energy costs will feed into the hire costs review. This review is still to be undertaken 3. Bookings records and payments. Adrian suggests that all money for bookings come through him so he can update spreadsheet, then hand money and bookings record to treasurer for banking and accounts. Agreed it would be preferable to try to get all accounts and records onto spreadsheet	Roger Jen, Adrian Adrian, Jonathan

	Grants	Sellafield grant of £3,635 for cooker; awaiting transfer of grant to our account. The model of range cooker has been selected and agreed, and a gas installer is on stand-by. As soon as the money is received this will be actioned, then the further upgrading of the kitchen will follow quickly afterwards. In addition, following an application to Wilko's community fund, a gift voucher for £20 has been received to be used for kitchen sundries. Coop Community Fund has £2,500 for community projects in our area. Agreed that we are at capacity managing the current grant funded work but we will look again at this next year. Kitchen planning - Roger can get the preparation work done within 24 hours	Jen Jen, Roger Roger, Jen
	Secretary	Membership - an updated list has been circulated to current members. We need a Parish Council Rep To note : Induction pack - all current members received this after the AGM. It is a key reference pack of essential VH documents which are part of our governance AGM next year - we discussed the need for a different format to engage more people. Agreed that we would try an Open evening with cheese and wine. We will invite all existing (and potential?) user groups to have a stand, which will enable them to recruit new members and also increase the footfall at the AGM. Then a brief AGM will be run at a designated time within this event. For further discussion/ideas.	Robin ALL
9.	Facilities Manager	Plans for kitchen layout, units sized etc all ready to go when new cooker bought. Cleaning all up to date including drains cleared Still some work to do on loft but nearly done. Two walls in gents toilets have been painted, a radiator and mirror installed. Some gutter clearance, window cleaning and weeding has been undertaken Once the kitchen is sorted we need a working party to do the following: Paint External window surrounds Oil window frames Paint Internal walls and entrance hall Agreed purchase of floor paint for gents toilets	ALL Roger

10.	Bookings	Adrian reported some increase in bookings, although these inevitably go up and down. In the immediate future there may be yoga sessions starting up, as well firm bookings for a children's party, a Ruby Anniversary weekend booking (16-18 Aug) and an orienteering weekend booking	
11.	Marketing and Events Programme	Summer programme - Village Show 31 Aug Autumn -Winter VHC fundraising events Agreed that dates need to set by early Sept so we can advertise in the Gossip/website. Suggestions include: Oktoberfest (run by VP group), another flower workshop by Laura, tea dance, wine tasting/ festival Carol Singing - arrangements, charity and date tbc New Year's Eve - the VHC have booked the room to run a community event. Needs a team for this Also to note the following summer Village events (external to the VHC) Village open gardens 6 July BBQ at Jonathan's 17 Aug	ALL
12.	User Groups	None	
	AOB	None	
	DoNM	Tues 3 Sept 7.15 in the hall	

The meeting closed at 9.25pm