

Greysouthen Village Hall Committee Meeting

Tuesday 24 Nov 2020 7.30pm on Zoom

	Item	Notes	Action
1.	Present	Jen McCulloch (Chair), Jane Inman(Secretary), John Inman (Treasurer), Gwyn Lloyd (Bowls), Howard McCulloch (Senior social group), , Roger James (Facilities manager), Ben Davies-McChesney (website & marketing), Janette Pollitt (H&S) Adrian Sims (Vice Chair/bookings)	
2.	Apologies	Robin Lovegrove (Virtual Pub/PC), Gabrielle Hutchinson (WI)	
3.	Minutes	The minutes of the meeting of 13 Oct 2020 were approved and signed	
4.	Matters arising	- Hallmark QA – ACT had responded with a proposed date in mid Nov but this was on hold due to staff illness awaiting further contact. - Mailchimp; email is now ready to go out to all - Village Story Board is progressing with a small group of volunteers identified by Parish Council; Jen is supporting with information about the hall - Polling Station hire by Allerdale Borough Council 6 May 2021: as requested the completed form plus our documents (current hall risk assessment, C19 special hire T&Cs, hirers risk assessment forms) will be returned to ABC with the booking of the hall confirmed for that date. Roger will undertake the required cleaning regime for this event	Jane Ben Robin/Jen Adrian Roger
5.	Chairs's update	- Insurance has been reviewed and renewed by Treasurer and Chair. - Hall has been closed during lockdown 2.0 except for food hub and takeaway use. There has been little request for food hub support. We will wait for further guidance about what is allowed after lockdown ends on 2 Dec - Charging: agreed to continue not to charge for hall hire to end of 2020 and then review. - Gas boiler service check has been completed - Gas cooker ventilation system annual service is planned for w/c 30 Nov - Calendar: 2021 calendars are now ready. Initial order of 100. Details of how to buy are in the forthcoming Gossip. Proceeds will go into the village hall account initially with an appropriate donation being made to support the Village Story Board project	
6.	Risk Management	- Fire Certificate has been received and will be put up in the hall - A file of copies of all certificates to be assembled to be kept in the hall. Emergency lighting and water check test records also to be inserted.	Janette/Roger
7.	Treasurer's report	Finance report had been circulated in advance The account balance at 13 Nov 2020 is £17,188 (this includes £10,000 retained funds and accruals) The treasurer expects that there will be an operating loss of approx. £1500 at the end of the financial year and with the solicitors fees for the land registry transfer the total loss is predicted to be £2500-3000, although this will be covered by the retained funds. Other issues to report: Land Registry Title: Written confirmation has been received from the solicitor that work is underway to transfer the title held in the names of two previous, now deceased, trustees to the 'Official Custodian of the Charities Land Holding Service' and to clarify access arrangements to the land to the west of the hall. An advance of £350 against the fees has been requested and will be actioned.	

		The solicitor has requested a meeting with the Trustees. Agreed John and Gwyn will represent the Trustees at this meeting 2. Grant from Allerdale Borough Council for restricted use of facility during second lockdown. John has applied for this for the hall 3. Finance Policy including finance procedures and reserves policy. The draft document, based on the ACT template and representing the good operational practice we have in place, was circulated for comment prior to the meeting. The draft will be amended to reflect the comments received, and on this basis was approved unanimously for adoption. 4. Minimum spend by facilities manager: in line with the above policy it was agreed to authorise and record in these minutes that Roger can spend up to £50 in each accounting period (calendar month) for essentials (cleaning, repairs, maintenance etc) 5. Charity Commission newsletter no 65: John has read this and completed the finance 'health' checklist on our behalf. This document will be circulated to all Trustees. He advised trustees to be aware of the need to declare conflict of interest (personal, financial or loyalty) and that trustees must withdraw from any meeting where conflict of interest is declared.	John/Gwyn John John/ALL
8.	Grants	1. New blinds: Jen has re-confirmed with CCF that we still want the £2000 grant monies for the curtains and blinds but that we need to undertake some decorating first, which is on hold due to Covid restrictions 2. Agreed to take initial steps to explore how the use of space at the bottom end of the hall can be maximised and improved.	Jen Ben
9.	Secretary	All documents are fully up to date Complaints procedure is in draft and will be circulated for comment	Jen
10.	Maintenance	1. Hall is being cleaned weekly 2. A reminder that tea towels should be taken away and washed by hirers/hall users 3. Cooker cleaning – a more thorough periodic clean and polish is required 4. Gates at the back have been removed as a safety measure. These are currently being stored in the village until a decision is taken about whether they will be replaced, repaired or disposed of. Allerdale BC Planning have been contacted about this and advise that there are no planning requirements to remove or repair. Planning permission would be required to install new gates. It was noted that these gates were made by a local resident and installed about 20 years ago so they are not of historic or conservation interest. 5. The gate-stop trip hazard has been highlighted 6. Area behind the gates has been tidied and rubbish removed 7. Christmas lights have been put up outside on timers and the windows will be decorated ready for the village lights switch on	Roger
11.	Bookings	On hold during lockdown but we recognise the issue will be rebuilding community engagement and an events programme next year.	
12.	Marketing and Website	The new website is now live. The Gossip is ready to print and will be distributed next week.	Ben
13.	Events	A flyer with details of the Halloween activities and the proposed Christmas lights switch on, had been distributed to all residents	
14.	AOB	None	
	DoNM	Tues 26 Jan 2021 at 7.30pm on Zoom	

The meeting closed at 9.30pm