

Greysouthen Village Hall Committee Meeting

Tuesday 7 September 2021, 7.30pm in the Village Hall

	Item	Notes	Action
1.	Present	Jen McCullough (Chair), Adrian Sims (Vice-Chair/Bookings), Gwyn Lloyd (Secretary/Bowls), Chris Scrugham (Treasurer), Roger James (Facilities Manager), Ben Davies-McChesney (Marketing/Website, Howard McCulloch (Seniors), Sarah Fry (Parish Council)	
2.	Apologies	Janette Pollitt (H&S), Katie Boichat (Craft & Crumbs) Gabrielle Hutchinson (WI). Helen Davies (PC)	
3.	Minutes	The minutes of the meeting of 22 July 2021 were approved and signed	
4.	Matters arising	1. Charity Commission records had been updated with Trustees' details.	
5.	Chair's update	1. Land Issues – the Trust’s solicitor had twice been pressed for a draft letter to the parties. Upon its receipt a special meeting will be arranged for Trustees to consider its contents. The Land Registry has yet to confirm transfer of title to Charity Commission Landholding Service. The solicitor has advised that Trustees be extremely cautious over any sale, as it would be a complex and slow process involving the Charity Commission and Land Holding Service, Land Registry as well as solicitors. The Trustees would need to obtain formal surveyor valuations for the land approved by the Commission and be able to prove that such a sale was primarily in the interests of the Charity and the objects of the Trust. 2. ACT Community Buildings Event – the online event (18th September) will cover Fire Safety; Energy Deals; and Hallmark Quality. 3. Safeguarding Policy – due for annual review 4. What’s Happening in the Village Hall – positive responses to Facebook postings.	Jen Jen & Adrian
6.	Risk Management	1. Cumbria Fire & Rescue visit found the hall to have an adequate level of safety but made the following recommendations: a) Kitchen - provision of a fire-resistant door-set and improve fire resistance between the kitchen and entrance hallway, including replacing glass panel with fire resistant glazing; b) Emergency external lighting to all escape routes c) Identify users at risk (amend booking form) d) Fire and rescue said current disability ramp to rear exit was dangerous and unsafe, they encouraged Trustees to explore the possible options of a permanent disability ramp/exit to the rear of the building but to look at the purchase of an “Evac chair” as a temporary measure to improve the current provisions until a full assessment of a disabled ramp has been completed. e) They noted there was no outside lighting to aid evacuation via the rear double doored fire exit. 2. Copeland Disability Forum visit made the following points: a) Entrance – ramp too steep, needs lengthening; grab rails to doorway required b) Ladies’ w/c space too restrictive	Adrian, Howard, Ben, Roger & Gwyn

		c) New unisex disabled toilet suggested adjacent to existing Gent's toilet d) Consider relocating existing rear fire exit to opposite end of gable wall and provide fixed ramp. Existing emergency ramp considered unsuitable and dangerous. e) Any handrails should be in a contrasting colour to that of the walls on which they are mounted to aid people with visual Impairment. 3. It was agreed to form a group to scope out proposals arising from the two visits. Inaugural meeting Tuesday 14 September.	
7.	Treasurer	1. Current bank balance £37,207.48. Income £1,150; expenditure £269.45. 2. Utilities: Gas – the new contract was most competitive available; Water – meter installed at start of year, no information on previous usage; Electricity – tariff to be reviewed before current contract expires. 3. Need to continue managing running costs and increasing revenue through hire of hall (£7.50/hour from September) and fundraising.	Chris All
8.	Grants	4. Company confirmed that it will honour original price for fitting the blackout blinds. Fitting to be arranged following redecorating of the hall.	Jen
9.	Secretary	Data Protection Policy had been reviewed and new Conflict of Interest Policy introduced. Both documents were agreed and signed.	
10.	Maintenance	1. Kitchen extractor fan – stonework around the duct had been completed. The external grille to be attached. 2. Kitchen ceiling – first coat of paint applied. 3. Gents' toilet – floor scraped and sanded; surface to be sealed before repainting. 4. Painting of hall – it was agreed to obtain a quote from a contractor before deciding whether to seek volunteers. 5. Cooker & Gas Supply – it was agreed that replacement cooker (six ring, gas hob and electric oven combination model) was the most cost-effective solution. This would negate the need for a larger diameter gas pipe to the hall (at an estimated cost of £5,600). A combination cooker would cost in the region of £1,600, which would be offset by the sale of the existing cooker. It was agreed to seek advice from a registered commercial gas engineer before proceeding with the purchase of the new cooker. 6. Borrowing of equipment – loans of equipment to be recorded and borrowers invited to make a financial donation to hall funds. The stock of unused red chairs to be offered on a permanent loan.	Roger and volunteers Ben Jen/Howard Adrian Roger
11.	Bookings	An exercise class was booked for later in the week. The WI was meeting on 21 September. Bowls Club and Crafts & Crumbs had yet to restart.	
12.	Marketing and Website	1. Wi-Fi and work space facility – it was decided not to pursue at present. 2. Banner – it was agreed to purchase a banner to advertise the hall's availability for hire. 3. 'Gossip' – next edition early December	Ben
13.	Events	Christmas activities to be considered at next meeting	
14.	AOB	Dog fouling – a continuing problem in the village, particularly Chapel Terrace and Harpers Lane bridleway	Sarah (P/C)
	DoNM	Tues 12 th October 2021 at 7.30pm Village Hall	

The meeting closed at 9.40pm