

Greysouthen Village Hall Committee Meeting

Tuesday 16 November 2021, 7.30pm in the Village Hall

	Item	Notes	Action
1.	Present	Jen McCulloch (Chair), Adrian Sims (Vice-chair / bookings), Chris Scrugham (Treasurer), Gwyn Lloyd (Secretary / Bowls), Roger James (Facilities Manager), Howard McCulloch (Seniors), Janette Pollitt (H&S), Katie Boichat (Craft & Crumbs), Ben Davies-McChesney (Marketing & website) Ewan Roberts (Parish Council)	
2.	Apologies	Gabrielle Hutchinson (WI)	
3.	Minutes	The minutes of the meeting of 12 October 2021 were approved and signed	
4.	Declarations of Interest	None	
5.	Matters arising	1. Booking Form – still to be updated 2. Emergency lighting and installation of external light above double fire exit doors – the electrician had been ill but hoped to carry out the work in the next fortnight. 3. Finance Policy being reviewed (use of Petty Cash book)	Adrian & Jen Howard Chris
6.	Chair's update	1. ACT to hold Community Building Event on Zoom 2. COVID Lateral Flow poster had been placed in the hall 3. First Aid Kit – a number of consumables were out of date and would be replaced	Jen & Roger Roger
7.	Land Issues	1. The Trustees considered a request to sell or lease a plot of land held by the Trust. Having considered advice from the Trust's legal advisor and guidance from the Charity Commission, the Trustees were unanimous in deciding against any disposal of the land (by sale or lease) as it would be not be in the best interests of the Trust or the community. 2. The applicant also asked that the Trust confirm its intentions regarding disabled parking on the land. Preliminary discussions were taking place with several architectural practices about the development of the hall. Once a practice had been appointed, development options could be explored and discussed, plans produced, building control obtained and grant funding secured. Until then, no future use of the land could be ruled out or ruled in. Adrian was the sole objector to this position – he felt that disabled parking could be ruled out immediately. He considered that the land was not of sufficient size to accommodate a disabled parking space, having regard to the Disabled Facility Requirements for Level 3 Hallmarking and other disability advice. The other Trustees present agreed that the applicant be advised that there were no specific proposals for the land at present. Also, any future use of the land would have regard to the ability to exercise a reasonable use of the right of way across the land. 3. The Secretary to write to the applicant, advising of both decisions.	Gwyn
8.	Risk Management	4. The 2020 Fire Risk Assessment had been reviewed and did not require alteration (other than amend to 2021)	Janette
9.	Treasurer	1. Current bank balance: £36,637.10; Income: £111.00, expenditure: £594.71 (includes Insurance renewal £488.96). 2. Waterplus had still not invoiced for its services – provision in accruals will be made for this expenditure	Chris

10.	Grants	None	
10.	Secretary & Documents	1. See item 6 Matters Arising	
11	Maintenance	1. Roger expressed his thanks to the volunteers for giving up their time to work on the hall. 2. Redecorating the hall was to be completed in time for the Christmas lights event (4 December).	Roger & volunteers
12.	Village Hall Development	1. Adrian had circulated a paper outlining Disabled Facility Requirements for level 3 Hallmarking, prior to the meeting – copy attached. 2. Initial meetings with two architectural practices had taken place, one had followed up with a written response (initial drawings would cost £500). A reply was awaited from the other. A meeting with a third practice had yet to be arranged - Jen to chase up.	Jen
13.	Bookings	1. Bowls had recommenced. Band rehearsals were due to return, and the cycling group was also restarting. 2. There would be no Seniors Christmas party due to COVID concerns and a shortage of Seniors committee members. An appeal for volunteers would be in the December Gossip. 3. The Whisky tasting evening (27 November) to raise funds for the hall had sold out. The use of Gift Aid to increase income from future fundraising events was to be explored.	Howard
14.	Marketing and Website	1. Banner advertising hire of the hall ordered. 2. Greysouthen Gossip – will be with the printers next week.	Ben
15	Events	1. Christmas programme of events: 4 December, Christmas lights switch on and social gathering in the hall. 17 December, charity Carol Singing followed by mulled wine and mince pies in the hall. 2. A leaflet publicising the events was to be distributed during the week. Thanks were recorded to Paddle School for printing it.	All All
16	AOB	None	
17	DoNM	Tuesday 8 February 2022 - 7.45 pm Village Hall	

The meeting closed at 9.45pm