

Alcester Town Council  
Greig Hall Working Group

Meeting held on Friday 16<sup>th</sup> June 2021 at 14:00 at The Depot (EPC)

MINUTES

1. Apologies
  - a. JF, SJ
2. Minutes
  - a. Approval of Minutes from previous meeting agreed. The minutes are being kept in this location. **MOM and Action List - OneDrive (live.com)**
  - b. Matters arising/actions
    - i. MC indicated that there is now an actions spreadsheet on the shared folder on his OneDrive (plus the MOM from these meetings)
      1. **GHWG\_action\_list.xlsx - Microsoft Excel Online (live.com)**
3. Chair update
  - a. CDM. VL discussed the requirement for CDM on the works we will be undertaking. A meeting has been arranged with Roger Wilkes on Monday 19<sup>th</sup>
  - b. Security issues. Update
  - c. Phone mast company (Cornerstone). MC indicated that he is in discussions with the phone mast company with a view to potentially gaining some funding for a CCTV system
  - d. MC met with Greg Smith who quoted for the renovation of the parquet flooring and suggested that the costs were too high due to limited funds. Greg indicated he would re-examine the quotation.
  - e. Old scout hut. Discussion on how to demolish the old hut. This too falls under CDM. JS to see what she wishes to recover from the hut prior to demolition (JS/MC). Note. A visual survey is to be undertaken prior to the demolition for nesting birds.
  - f. Blood doning update. MC told the group that he had been in discussions with the Blood Donation Service with a view to restarting their sessions at the hall next year. MC to progress this.
4. Communications
  - a. Volunteers update. SG thought that some volunteers were confused over the recent messages. It was agreed that a clearer message go out in future. SG to work with Di Jackson and Sharon Field on this with MM
  - b. The survey has gone out and it is hoped that the returns will give the group a steer on how the hall is to be used into the future
  - c. It was agreed to invite the volunteers to the open day (18<sup>th</sup> Oct) however AM mentioned that the electrics will need to have been completed before then

- d. Web/social media All comms messages to go through LC/MM for a consistent message.
  - e. Proposals to ATC - none
5. Report from the Building Sub-Group
- a. Internal AM.
    - i. Central heating system has been drained and appears to be in good condition.
    - ii. Gas main to the old scout hut to be excavated and capped off. It was noted that a gas supply to potential future buildings should still be available in the future.
  - b. External AM
    - i. Roofing contract awarded and expected start date next week. (RJC Construction)
    - ii. Canopy. A discussion over the refurbishment of the canopy ensued. The consensus is that although important, this work can take place when funds allow. Estimated cost is £6k
    - iii. It was agreed that the canopy will need re-covering when the work has been completed
  - c. Windows in wings. MC indicated that if we wish to block up the windows then planning permission will be required. It was agreed that all potential jobs requiring planning permission be grouped under one application
  - d. Proposals to ATC. None
6. Programme & Governance
- a. Formation of the CIO. VL discussed the constitution and the new CIO.
    - i. A model constitution can be found on the Charites website. We are strongly urged to adopt this. VL to send through the draft constitution for the group to agree and for VL to proceed
    - ii. A discussion over the type of CIO ensued. It was agreed that an Association model be used as this offers more transparency than the Foundation model. The application process for the CIO to progress as well
    - iii. It was agreed that the combination of a CIO in place and having ATC heading the scheme allowed for more opportunities for grant funding.
    - iv. The Association model encourages a much wider membership than just the trustees which offers the opportunity for a membership fee.
7. Financials and fundraising
- a. Business plan update. MB updated the group on the new wording for the business case which focuses more on the original aim of engaging with the

youth of Alcester. This additional is to be used as the new format business case.

b. Fundraising update.

i. It was agreed that we focus on two main types of fundraising.

1. Community fundraising. (Post meeting note. The Chair will examine how to split this out as a working group using the volunteers)

2. Grant applications.

8. Future use of the hall & site

a. Update from JS. It was agreed that the rooms should be equipped to be as multi-use as possible as we do not as yet know what they will be used for (waiting for the survey results).

b. It was agreed that the need for good stage lighting and a sound system take a priority for stage use.

c. It was agreed that as the stage is so high that the ad-hoc stage flooring be considered

d. JS to look into an arts funding stream (UK Theatre Fund) to help in the refurbishment

e. Kitchen update. MC to arrange picking up the kitchen equipment sourced for us by Lisa Perkins

f. Stage lighting and audio. See above

g. MC to meet with Andrew Walsh of St Nicks for the potential use of the hall.

h. MB to take someone around the hall to look at the bar and cellar with a view to how and if we can use what's there.

i. Major events may need more parking. The group is to explore the potential for using say the Rotary car park.

9. Urgent business

10. Date of next meeting 30<sup>th</sup> July 2021, 14:00 at the EPC

Mark