

Alcester Town Council
Greig Hall Working Group

Meeting held on Friday 29th July 2021 at 14:00 at The Eric Payne Centre

MINUTES

1. Apologies
 - a. VL
2. Minutes
 - a. Approval of Minutes from previous meeting – agreed with two changes:
 - i. Volunteers day is 11th Oct
 - ii. The form of CIO being adopted is Association
 - b. Matters arising/actions from previous minutes
 - i. Vision for CIO discussed. MC to pass on. MB noted that a vision is included in the business case
3. Chair update
 - a. Security issues. Don (Caretaker) has set up a covert camera to assess the number of people coming round the site at night.
 - b. Mast company (Cornerstone) update. No further update
 - c. Old scout hut action. Gas disconnection too expensive to do on its own. The group agreed to wait until the main gas work is undertaken and incorporate it then
 - d. Blood donation service. MC passed on the details of the hall to the BDS. It was agreed that they would be re-contacted in the New Year when the hall is ready for occupancy so that they can assess the site themselves
 - e. Kitchen equipment. MC informed the group that Lisa Perkins had sourced a 6 ring gas cooker and an electric warming unit for free. LP is also sourcing a coffee machine.
4. Communications
 - a. Volunteers update. SG informed the group that MM had updated the volunteers list. SG is waiting for a while to get the volunteers involved in the list.
 - b. Web/social media update. KC updated the group on web/media.
 - i. The 'Green Shoots' successful grant fund application has been posted
 - ii. A 'link tree' has been created by LC. This allows users to select and click once to go to a page that houses multiple onward links. The group were asked to consider which links are to be included.
 - iii. SJ advised that the Cotswold Life newsletter will contain an item on Alcester

Alcester Town Council

Greig Hall Working Group

- iv. There needs to be a push to publicise the survey ahead of its closure on the 13th August
 - v. The group were asked by the chair to let him know if there were any volunteers/sponsors etc. who have helped the refurbishment so that he can write a letter of thanks
 - vi. 'Friends' are to share any web site postings to get to a wider audience.
5. Report from the Building Sub-Group
- a. CDM update.
 - i. Roger Wilkes is now helping the group with CDM including procedures, log folder, posters etc.
 - ii. As ATC are the site owners all works must be conducted within CDM and H&S legislation.
 - b. Internal AM
 - i. Heating report is in. The recommendation is a gas based solution as ground/air source will be insufficient to heat a building of this size and age. The boilers are to be located upstairs near to the projection room. A tender to go out end of August for the work. Due to the size of the tender this will have to be made a public tender
 - ii. Electrics. Dodd Group to start the inspection w/c 9/8/21
 - iii. Wall insulation. MB has been in discussions with 'Walls & Ceilings' to see if they can assist.
 - c. External AM
 - i. Minor roof repair work has started however due to an issue with the scaffolding company the main work has been delayed,
 - ii. Discussions with Church Street Properties (CSP) regards funding for portico. OK in principle but need evidence that we have a sustainable scheme. See item 6.
6. Financials and fundraising
- a. Business plan update.
 - i. MB updated the group. There is already a significant amount of information in the plan and the group were asked to consult it as appropriately
 - ii. MC mentioned the meeting with CSP where they mentioned their concerns over the viability of the restoration project. The group agreed that MC would give sight of a business case to the trustees.
Action MB

Alcester Town Council

Greig Hall Working Group

- b. Fundraising update
 - i. It was agreed that all donors should be kept up to date on progress and especially where their donations were spent. i.e. the £25k donated by CSP is being spent on the roof. Another grant has been applied for to specifically repair the portico.
 - ii. It was agreed that we approach Rotary international and see if an agreement can be arrived at to collaborate on events. Action JS
 - iii. A table top fundraiser to be organised. Action SG
- 7. Future use of the hall & site
 - a. Update from JS.
 - i. Progress has been made on the rigging and lighting. A survey has been completed and a report issued indicating the condition is satisfactory. Cost £300. Report to be submitted when received. Action JS
 - ii. Quotes have been received for the cleaning and re-fire proofing of the stage curtains. Further research needs to be undertaken with more accurate measurements of sizes. Action JS.
 - iii.
 - b. Kitchen update (MC)
 - i. MC informed the group that the gas cooker and hot food serving device had been collected. Thanks to Lisa Perkins
 - c. Stage lighting and audio (JS)
 - i. Meeting set up on the 5th August to progress plans for the stage refurbishment
- 8. Programme & Governance
 - a. Restructure of GWG
 - i. MC informed the group about the proposed reorganisation of the group set up. A detailed plan will be sent to the group for comment and adoption
 - b. Formation of the CIO
 - i. VL is progressing the CIO (Association model) and will report to the group
 - ii. It is emphasised that the CIO is the vehicle that can allow us to go after grant funding otherwise not available. The consideration is that an 'interim' CIO is set up as effectively a 'shadow' organisation until the hall is officially handed over to the full CIO
- 9. Urgent business
 - a. None

Alcester Town Council
Greig Hall Working Group

10. Proposals to ATC

a. None

11. Date of next meeting

a. Friday 13th August 14:00 at the EPC

Mark